Catalog
for
Undergraduate Programs
2020-2021

Quality higher education in a caring and supportive learning environment

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NATIONAL AMERICAN UNIVERSITY LOCATIONS

CENTRAL ADMINISTRATION

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

GEORGIA

Kings Bay
918 USS James Madison Rd, Bldg 1030
Kings Bay, GA 31547
(605) 718-6554
Site Director: Amanda Bryant

SOUTH CAROLINA

Joint Base Charleston
1000 Pomflant Access Rd.
Building 302, Room 162
Goose Creek, SC 29445
(605) 718-6554
Site Director: Amanda Bryant

SOUTH DAKOTA

Ellsworth Air Force Base
1000 Ellsworth St., Suite 2400-B
Ellsworth AFB, SD 57706
(605) 718-6550
(605) 718-6555 (FAX)
Site Director: Anthony Sanchez

TEXAS

Georgetown
1015 W. University Avenue, Suite 700
Georgetown, TX 78628
(512) 942-6750
(512) 942-6755 (FAX)
Location Contact: Rhonda Winegar

LISTING OF ACADEMIC PROGRAMS

COLLEGE OF BUSINESS, TECHNOLOGY, AND HEALTH MANAGEMENT

Accounting AAS (p. 60)
Accounting BS (p. 61)
Aviation Management BS (p. 62)
Business Administration AAS (p. 63)
Business Administration BS (p. 64)
Business Logistics AAS (p. 66)
Construction Management BS (p. 67)
Health and Beauty Management AAS (p. 71)
Healthcare Coding Diploma (p. 68)
Healthcare Management BS (p. 69)
Health Information Technology AAS (p. 72)
Human Resource Management, BS (p. 73)
Information Technology AAS (p. 74)
Information Technology BS (p. 75)
Management AAS (p. 76)
Management BS (p. 77)
Medical Administrative Assistant AAS (p. 78)
Medical Billing and Coding Diploma (p. 79)
Medical Office Mgmt - Clinical Specialist AAS (p. 80)
Medical Staff Services Management AAS (p. 81)
Small Business Management AAS (p. 82)

HENLEY-PUTNAM SCHOOL OF STRATEGIC SECURITY

Criminal Justice, AAS (p. 83)
Criminal Justice, BS (p. 84)
Information Technology, BS, Emphasis in Cybersecurity and Forensics (p. 87)
Intelligence Management, BS (p. 88)
Nuclear Enterprise Security Studies, BS (p. 89)
Strategic Security and Protection Management, BS (p. 92)
Terrorism and Counterterrorism Studies BS (p. 93)

CERTIFICATES

National American University offers **stand-alone certificates**.

Students can apply to a certificate program as a **separate program.**

Stand-Alone Graduate Certificates Guidelines

1. Stand-alone certificates appear on the student's academic record (transcript).
2. Not all stand-alone certificates are Title IV eligible.
3. Courses completed for a certificate may be applied to satisfy requirements in a degree program, unless otherwise designated by the academic unit(s) offering the certificates.
4. Students must meet residency requirements to receive each certificate or complete a minimum number of courses to receive each certificate.
5. All courses counting toward the certificate must be taken on a letter-grade basis and be completed with a grade of C or higher with a minimum GPA of 2.7 for the certificate.
6. Students may be a degree-seeking or non-degree seeking student when enrolling in a certificate.
7. Admission requirements for certificate-seeking students are listed in the description of the certificates.
8. Certificates will be granted only to students who have satisfied the requirements as listed in the catalog.
9. Award of the certificate will be posted by the registrar to the academic record (transcript), and the registrar's office will issue a certificate of completion.

STAND-ALONE CERTIFICATES

Certificates with a * are not eligible for Title IV funding.

Business, Technology, and Health Management

Certificate in Accounting, Bookkeeping, and Auditing (p. 96)
Certificate in Business Administration (p. 96)*
Certificate in Computer Support Specialist (p. 96)
Certificate in Human Resource Management (p. 96)
Certificate in Management (p. 97)*
Certificate in Marketing (p. 97)*
Certificate in Network and Server Administrator (p. 97)
Certificate in Office Applications and Software Support (p. 97)
Certificate in Tourism and Hospitality Management (p. 98)
Certificate in Web Development (p. 98)

Counterterrorism

Entry-Level Certificate in Counterterrorism (p. 99)*

Foreign Language

Arabic Certificate (p. 99)*
Dari Certificate (p. 99)*
Farsi Certificate(p. 100)*
French Certificate(p. 100)*
Hindi Certificate(p. 100)*
Mandarin Chinese Certificate(p. 100)*
Portuguese Certificate(p. 100)*
Russian Certificate(p. 100)*
Spanish Certificate(p. 100)*
Urdu Certificate(p. 100)*

Intelligence

Entry-Level Certificate in Intelligence Analysis (p. 100)*
Certificate in Intelligence Collection (p. 101)*
Certificate in Intelligence Collection and Analysis (p. 101)*

Nuclear

Certificate in Applied Radiologic Response Techniques (p. 102)*
Certificate in Consequence Assessment-GEOINT (p. 102)*
Certificate in Consequence Assessment-WMD (p. 102)*
Certificate in Consequence Modeling (p. 103)*
Certificate in Hazard Prediction and Assessment Capability (HPAC)-CBR (p. 103)*
Certificate in Hazard Prediction and Assessment Capability (HPAC)-Nuclear (p. 104)*
Certificate in Integrated Munitions Effects Assessment-Conventional (p. 104)*
Certificate in Integrated Munitions Effects Assessment-Nuclear (p. 104)*
Certificate in Nuclear Emergency Team Operations (p. 105)*
Certificate in Nuclear Weapons Operations and Policy (p. 105)*

Strategic Security and Protection Management

Entry-Level Certificate in Executive Protection (p. 106)*
Certificate in Executive Protection and Event Management (p. 106)*
Certificate in Homeland Security and Consequence Management (p. 106)*
Certificate in Information and Network Security (p. 107)*
Certificate in Introduction to Private Security (p. 107)*
Certificate in Organization Culture, Change, and Conflict (p. 107)*
Certificate in Physical Security and Risk Assessment (p. 108)*
Certificate in Private Security (p. 108)*
Certificate in Security (p. 109)*
Certificate in Security Management (p. 109)*
Certificate in Security Operations (p. 109)*

SUSPENDED PROGRAMS

The following programs have been suspended. New students are not being accepted into these programs.

Business Administration, BS, Emphasis in Accounting (p. 111)
Business Administration, BS, Emphasis in Entrepreneurship (p. 112)
Business Administration, BS, Emphasis in Financial Management (p. 113)
Business Administration, BS, Emphasis in Human Resource Management (p. 114)
Business Administration, BS, Emphasis in Management (p. 115)
Business Administration, BS, Emphasis in Management Information Systems (p. 116)
Business Administration, BS, Emphasis in Marketing (p. 118)
Business Administration, BS, Emphasis in Retail Management (p. 119)
Business Administration, BS, Emphasis in Supply Chain Management (p. 120)
Business Administration, BS, Emphasis in Tourism and Hospitality Management (p. 121)
Computer Support Specialist AAS (p. 4)
Construction Management AAS (p. 123)
Emergency Medical Services AAS (p. 124)
Energy Management BS (p. 125)
Information Technology BS, Emphasis in Management Information Systems (p. 126)
Information Technology BS, Emphasis in Web Development (p. 127)
Medical Assisting Diploma (p. 128)
Medical Laboratory Technician AAS (p. 129)
Nursing BS (BSN) (p. 130)
Nursing BS (Online RN to BSN) (p. 134)
Organizational Leadership BS (p. 136)
**Paralegal Studies AAS (p. 137)
**Paralegal Studies BS (p. 138)
**Professional Legal Studies AAS (p. 139)
**Professional Legal Studies BS (p. 140)

**The NAU Board of Governors have recently approved NAU to relaunch the paralegal and professional legal studies programs in an online format. Anticipated start date is winter B quarter (January 4, 2021).

Program offerings change periodically. Please contact the university to inquire about specific program availability and requirements. Curriculum requirements may be different in different states. The university reserves the right to modify curriculum and correct clerical errors.

GENERAL INFORMATION

MISSION STATEMENT

National American University provides innovative learning experiences in a caring and supportive environment for individuals of diverse backgrounds, cultures, and abilities, preparing them for success in technical and professional fields.

PURPOSE

We create opportunities. We empower people. We transform lives.

VISION

An innovative university transforming your future.

Adopted by the National American University Board of Governors, October 2019

ACCREDITATIONS - AUTHORIZATIONS - APPROVALS

Regional Accreditation

National American University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604, https://hlcommission.org, (800) 621-7440.

National American University is approved by the Higher Learning Commission to offer programs and courses through distance education.

State Authorization

National American University is authorized to offer numerous online programs in many states, but not all states. Because authorization requirements for online postsecondary education vary from state to state, it is important to review the following information:

- ***Authorized Programs*** – Each prospective student should first visit with an NAU enrollment counselor to confirm that NAU is authorized to offer the program in the student's state of residence.
- ***Changing Programs*** – Any NAU student who is considering changing to another NAU program should first visit with an NAU success coach to determine whether NAU is authorized to offer the program in the student's state of residence.
- ***Moving to Another State*** – Any NAU student who plans to move to another state should first visit with an NAU success coach to determine whether NAU is authorized to offer the program in the student's new state of residence.

Specialized Accreditation

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

National American University has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kan., USA. The list of accredited business programs can be found on the IACBE website: http://iacbe.org/memberpdf/NationalAmericanUniversity.pdf.

The Health Information Technology accreditor of National American University is the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). NAU's accreditation for the associate degree in Health Information Technology has been reaffirmed through 2021. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at 312.235.3255; or by email at info@cahiim.org. Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at 312.235.3255; or by email at info@cahiim.org.

The Medical Assisting program at Indianapolis is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board

(MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350. www.caahep.org.

The Medical Laboratory Technician program offered at Overland Park, Kan. is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) can be contacted at 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, (847) 939-3597.

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

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

Full approval was granted by the Texas Board of Nursing for the university's BSN program (Austin/Georgetown).

Full approval was granted by the South Dakota Board of Nursing for the university's BSN program (Rapid City and Sioux Falls).

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

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

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

National American University is authorized by The Indiana Commission for Higher Education/The Indiana Board for Proprietary Education, 101 W. Ohio Street, Suite 670, Indianapolis, IN 46204-1984. Telephone number (317) 464-4400 ext. 141.

National American University is authorized by the Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612. Telephone number 785-430-4240.

National American University is registered with the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, MD 21201. Telephone: (410) 767-3388.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

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

Questions and comments concerning the university's EEO Policy may be directed to Dr. Cindy Mathena, provost, 5301 Mount Rushmore Rd., Rapid City, SD 57701, email: cmathena@national.edu, or phone: (605) 394-5098.

THE CATALOG

This catalog contains programs, policies, and procedures of National American University as of the date of its publication. Catalogs are also available online at www.national.edu and through the student portal. National American University reserves the right to adopt, amend, and implement its policies and procedures as it deems appropriate and necessary, and to correct clerical errors. Under certain circumstances, National American University may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the university, that such action would be appropriate to further the mission and purposes of the university.

The provisions of this catalog are not to be regarded as a contract between the student and National American University. The most current version of the catalog is the electronic version, available online.

ACADEMIC CALENDARS

Summer 2020

Academic and Financial Deadlines	Summer A 2020	Summer B 2020	Summer C 2020
Quarter begins	Jun 1	Jul 6	Aug 3
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Jun 7	Jul 12	Aug 9
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jul 16	Aug 20	Sep 17
Final exams	Aug 10 - 16	Sep 14 - 20	Oct 12 - 18
Quarter ends	Aug 16	Sep 20	Oct 18
Quarter break	Aug 17 - Sep 7	Sep 21 - Oct 4	Oct 19 - Nov 1

Fall 2020 - Summer 2021

Academic and Financial Deadlines	Fall A 2020	Fall B 2020	Fall C 2020
Quarter begins	Sep 8	Oct 5	Nov 2
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Sep 14	Oct 11	Nov 8
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Oct 23	Nov 19	Dec 20
Final exams	Nov 17-23	Dec 14-20	Jan 11-17
Quarter ends	Nov 23	Dec 20	Jan 17
Quarter break	Nov 24-Dec 6	Dec 21-Jan 3	Jan 18-31
Academic and Financial Deadlines	**Winter A 2020-21**	**Winter B 2021**	**Winter C 2021**
Quarter begins	Dec 7	Jan 4	Feb 1
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Dec 13	Jan 10	Feb 7
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jan 21	Feb 18	Mar 18
Final exams	Feb 15-21	Mar 15-21	Apr 12-18
Quarter ends	Feb 21	Mar 21	Apr 18
Quarter break	Feb 22-28	Mar 22-Apr 4	Apr 19-May 2
Academic and Financial Deadlines	**Spring A 2021**	**Spring B 2021**	**Spring C 2021**
Quarter begins	Mar 1	Apr 5	May 3
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Mar 7	Apr 11	May 9
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Apr 15	May 20	Jun 17
Final exams	May 10-16	Jun 14-20	Jul 12-18
Quarter ends	May 16	Jun 20	Jul 18
Quarter break	May 17-Jun 6	Jun 21-Jul 4	Jul 19-Aug 1

Academic and Financial Deadlines	Summer A 2021	Summer B 2021	Summer C 2021
Quarter begins	Jun 7	Jul 5	Aug 2
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Jun 13	Jul 11	Aug 8
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jul 22	Aug 19	Sep 16
Final exams	Aug 16-22	Sep 13-19	Oct 11-17
Quarter ends	Aug 22	Sep 19	Oct 17
Quarter break	Aug 23-Sep 6	Sep 20-Oct 3	Oct 18-31

Fall 2021 - Summer 2022

Academic and Financial Deadlines	Fall A 2021	Fall B 2021	Fall C 2021
Quarter begins	Sep 7	Oct 4	Nov 1
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Sep 13	Oct 10	Nov 7
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Oct 22	Nov 18	Dec 16
Final exams	Nov 16-22	Dec 13-19	Jan 10-16
Quarter ends	Nov 22	Dec 19	Jan 16
Quarter break	Nov 23-Dec 5	Dec 20-Jan 2	Jan 17-Feb 6
Academic and Financial Deadlines	**Winter A 2021-22**	**Winter B 2022**	**Winter C 2022**
Quarter begins	Dec 6	Jan 3	Feb 7
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Dec 12	Jan 9	Feb 13
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jan 20	Feb 17	Mar 24
Final exams	Feb 14-20	Mar 14-20	Apr 18-24
Quarter ends	Feb 20	Mar 20	Apr 24
Quarter break	Feb 21-Mar 6	Mar 21-Apr 3	Apr 25-May 1
Academic and Financial Deadlines	**Spring A 2022**	**Spring B 2022**	**Spring C 2022**
Quarter begins	Mar 7	Apr 4	May 2
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Mar 13	Apr 10	May 8
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Apr 21	May 19	Jun 16
Final exams	May 16-22	Jun 13-19	Jul 11-17
Quarter ends	May 22	Jun 19	Jul 17
Quarter break	May 23-Jun 5	Jun 20-Jul 4	Jul 18-31
Academic and Financial Deadlines	**Summer A 2022**	**Summer B 2022**	**Summer C 2022**
Quarter begins	Jun 6	Jul 5	Aug 1
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Jun 12	Jul 11	Aug 7
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jul 21	Aug 19	Sep 15
Final exams	Aug 15-21	Sep 13-19	Oct 10-16
Quarter ends	Aug 21	Sep 19	Oct 16
Quarter break	Aug 22-Sep 5	Sep 20-Oct 2	Oct 17-Nov 6

Fall 2022 - Summer 2023

Academic and Financial Deadlines	Fall A 2022	Fall B 2022	Fall C 2022
Quarter begins	Sep 6	Oct 3	Nov 7
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Sep 12	Oct 9	Nov 13
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Oct 21	Nov 17	Dec 22
Final exams	Nov 15-21	Dec 12-18	Jan 16-22
Quarter ends	Nov 21	Dec 18	Jan 22
Quarter break	Nov 22-Dec 4	Dec 19-Jan 1	Jan 23-Feb 5
Academic and Financial Deadlines	**Winter A 2022-23**	**Winter B 2023**	**Winter C 2023**
Quarter begins	Dec 5	Jan 2	Feb 6
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Dec 11	Jan 8	Feb 12
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jan 19	Feb 16	Mar 23
Final exams	Feb 13-19	Mar 13-19	Apr 17-23
Quarter ends	Feb 19	Mar 19	Apr 23
Quarter break	Feb 20-Mar 5	Mar 20-Apr 2	Apr 24-30
Academic and Financial Deadlines	**Spring A 2023**	**Spring B 2023**	**Spring C 2023**
Quarter begins	Mar 6	Apr 3	May 1
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Mar 12	Apr 9	May 7
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Apr 20	May 18	Jun 15
Final exams	May 15-21	Jun 12-18	Jul 10-16
Quarter ends	May 21	Jun 18	Jul 16
Quarter break	May 22-Jun 4	Jun 19-Jul 2	Jul 17-Aug 6
Academic and Financial Deadlines	**Summer A 2023**	**Summer B 2023**	**Summer C 2023**
Quarter begins	Jun 5	Jul 3	Aug 7
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Jun 11	Jul 9	Aug 13
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jul 20	Aug 17	Sep 21
Final exams	Aug 14-20	Sep 11-17	Oct 16-22
Quarter ends	Aug 20	Sep 17	Oct 22
Quarter break	Aug 21-Sep 4	Sep 18-Oct 1	Oct 23-Nov 5

Fall 2023 - Summer 2024

Academic and Financial Deadlines	Fall A 2023	Fall B 2023	Fall C 2023
Quarter begins	Sep 5	Oct 2	Nov 6
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Sep 11	Oct 8	Nov 12
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Oct 20	Nov 16	Dec 21
Final exams	Nov 14-20	Dec 11-17	Jan 15-21
Quarter ends	Nov 20	Dec 17	Jan 21
Quarter break	Nov 21-Dec 3	Dec 18-Jan 1	Jan 22-Feb 4
Academic and Financial Deadlines	**Winter A 2023-24**	**Winter B 2024**	**Winter C 2024**
Quarter begins	Dec 4	Jan 2	Feb 5
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Dec 10	Jan 8	Feb 11
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jan 18	Feb 16	Mar 21
Final exams	Feb 12-18	Mar 12-18	Apr 15-21
Quarter ends	Feb 18	Mar 18	Apr 21
Quarter break	Feb 19-Mar 3	Mar 19-31	Apr 22-May 5
Academic and Financial Deadlines	**Spring A 2024**	**Spring B 2024**	**Spring C 2024**
Quarter begins	Mar 4	Apr 1	May 6
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Mar 10	Apr 7	May 12
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Apr 18	May 16	Jun 20
Final exams	May 13-19	Jun 10-16	Jul 15-21
Quarter ends	May 19	Jun 16	Jul 21
Quarter break	May 20-Jun 2	Jun 17-30	Jul 22-Aug 4
Academic and Financial Deadlines	**Summer A 2024**	**Summer B 2024**	**Summer C 2024**
Quarter begins	Jun 3	Jul 1	Aug 5
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Jun 9	Jul 7	Aug 11
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jul 18	Aug 15	Sep 19
Final exams	Aug 12-18	Sep 9-15	Oct 14-20
Quarter ends	Aug 18	Sep 15	Oct 20
Quarter break	Aug 19-Sep 2	Sep 16-Oct 6	Oct 21-Nov 3

Fall 2024 - Summer 2025

Academic and Financial Deadlines	Fall A 2024	Fall B 2024	Fall C 2024
Quarter begins	Sep 3	Oct 7	Nov 4
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Sep 9	Oct 13	Nov 10
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Oct 18	Nov 21	Dec 19
Final exams	Nov 12-18	Dec 15-22	Jan 13-19
Quarter ends	Nov 18	Dec 22	Jan 19
Quarter break	Nov 19-Dec 1	Dec 23-Jan 5	Jan 20-Feb 2
Academic and Financial Deadlines	**Winter A 2024-25**	**Winter B 2025**	**Winter C 2025**
Quarter begins	Dec 2	Jan 6	Feb 3
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Dec 8	Jan 12	Feb 9
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jan 16	Feb 20	Mar 20
Final exams	Feb 10-16	Mar 17-23	Apr 14-20
Quarter ends	Feb 16	Mar 23	Apr 20
Quarter break	Feb 17-Mar 2	Mar 24-Apr 6	Apr 21-May 4
Academic and Financial Deadlines	**Spring A 2025**	**Spring B 2025**	**Spring C 2025**
Quarter begins	Mar 3	Apr 7	May 5
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Mar 9	Apr 13	May 11
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Apr 17	May 22	Jun 19
Final exams	May 12-18	Jun 16-22	Jul 14-20
Quarter ends	May 18	Jun 22	Jul 20
Quarter break	May 19-Jun 1	Jun 23-Jul 6	Jul 21-Aug 3
Academic and Financial Deadlines	**Summer A 2025**	**Summer B 2025**	**Summer C 2025**
Quarter begins	Jun 2	Jul 7	Aug 4
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Jun 8	Jul 13	Aug 10
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jul 17	Aug 21	Sep 18
Final exams	Aug 11-17	Sep 15-21	Oct 13-19
Quarter ends	Aug 17	Sep 21	Oct 19
Quarter break	Aug 18-Sep 1	Sep 22-Oct 5	Oct 20-Nov 2

Fall 2025 - Summer 2026

Academic and Financial Deadlines	Fall A 2025	Fall B 2025	Fall C 2025
Quarter begins	Sep 2	Oct 6	Nov 3
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Sep 8	Oct 12	Nov 9
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Oct 17	Nov 20	Dec 18
Final exams	Nov 11-17	Dec 15-21	Jan 12-18
Quarter ends	Nov 17	Dec 21	Jan 18
Quarter break	Nov 18-30	Dec 22-Jan 4	Jan 19-Feb 1
Academic and Financial Deadlines	**Winter A 2025-26**	**Winter B 2026**	**Winter C 2026**
Quarter begins	Dec 1	Jan 5	Feb 2
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Dec 7	Jan 11	Feb 8
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jan 15	Feb 19	Mar 19
Final exams	Feb 9-15	Mar 15-22	Apr 12-18
Quarter ends	Feb 15	Mar 22	Apr 19
Quarter break	Feb 16-Mar 1	Mar 23-Apr 5	Apr 20-May 3
Academic and Financial Deadlines	**Spring A 2026**	**Spring B 2026**	**Spring C 2026**
Quarter begins	Mar 2	Apr 6	May 4
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Mar 8	Apr 12	May 10
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Apr 16	May 21	Jun 18
Final exams	May 11-17	Jun 15-21	Jul 13-19
Quarter ends	May 17	Jun 21	Jul 19
Quarter break	May 18-31	Jun 22-Jul 5	Jul 20-Aug 2
Academic and Financial Deadlines	**Summer A 2026**	**Summer B 2026**	**Summer C 2026**
Quarter begins	Jun 1	Jul 6	Aug 3
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Jun 7	Jul 12	Aug 9
Last day to drop classes and receive a grade of "W," which does not adversely affect grade point average but may affect financial aid.	Jul 16	Aug 20	Sep 17
Final exams	Aug 10-16	Sep 14-20	Oct 12-18
Quarter ends	Aug 16	Sep 20	Oct 18
Quarter break	Aug 17-31	Sep 21-Oct 4	Oct 19-Nov 1

THE NAU STORY

In 1941, National American University, then known as National School of Business, opened its doors to students in Rapid City, South Dakota, 20 miles from Mount Rushmore, which was completed that same year. Founder Clarence Jacobson, a local businessman and attorney, began offering business courses to an inaugural class of 13 students.

In 1962, Harold D. Buckingham acquired the school and guided its growth for many years. The seventh of eleven children, Mr. Buckingham grew up in rural western Nebraska. He worked different jobs to finance his college education, including delivering gasoline and kerosene to local residents in a 1926 Model T Ford truck. His goal was to become a teacher, but he was unable to find a teaching position during the depths of the Great Depression. Although he went on to become a successful businessman, Mr. Buckingham remained a passionate advocate for higher learning. He firmly believed that quality educational opportunities and a better quality of life should exist for every person who desired them. Even later in life, Mr. Buckingham did not forget his dream to become a teacher, but remarked, “At 80 years of age, it may be too late!” The Buckingham family continues to be actively involved in the university.

As the institution expanded both academically and geographically, its name evolved throughout the years, from National School of Business, to National College of Business, to National College, and finally to National American University.

Today, National American University offers associate, bachelor’s, master’s, and doctoral degree programs through the university’s:

- College of Business, Technology, and Health Management
- Harold D. Buckingham Graduate School
- Henley-Putnam School of Strategic Security

The university’s central administration offices are located in Rapid City, S.Dak.

National American University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604, www.hlcommission.org, (800) 621-7440. In addition, several programs are separately accredited or approved by national educational and professional associations.

National American University is guided by its board of governors, which determines the mission, core values, and purposes of the institution and establishes policies to achieve its educational goals.

The university is owned and operated by Dlorah, Inc., a South Dakota corporation, which is a wholly owned subsidiary of National American University Holdings, Inc., a Delaware corporation. National American University Holdings, Inc. is a publicly traded company with its principal office located at 5301 Mount Rushmore Rd., Rapid City, SD 57701.

Although the university has changed dramatically since its humble beginnings, it remains true to its commitment to offer high quality technical and professional career programs in a caring and supportive learning environment.

"The success of our past greatly inspires us toward success in the future."

~ Harold D. Buckingham

ADMISSIONS

ADMISSION REQUIREMENTS - UNDERGRADUATE

Regular Admissions

The regular admission procedure requires that students visit the NAU website at www.national.edu/apply-now/ to apply for admission. Students may request additional information at that site or contact the admissions department at 1-800-209-0182 or via e-mail at nauadmissions@national.edu.

For regular admission to NAU's undergraduate academic programs, students must have graduated from a recognized U.S. or Canadian high school (or the U.S. Department of Education- or Canadian province-recognized equivalent).

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

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

Currently not accepting international students on F1 Visas.

An international student is a student who is not a citizen of, nor a permanent resident of, nor a refugee in, the United States of America or Canada.

For admission to NAU's undergraduate degree programs, international students must provide evidence of secondary and/or post-secondary education completion through one of the following requirements:

1. An official credential evaluation of the academic transcript or marks sheets from the country where secondary education was completed. The documents presented should be those which would allow the student access to post-secondary education in the home country. Diplomas or certificates of government examinations must show the subjects passed, and grades or marks received. All records must be submitted to a NACES (National Association of Credential Evaluation Services) or AICE (Association of International Evaluators, Inc.) member approved credential evaluation service following the requirements listed by the service. The original course-by-course evaluation report and copies of the transcript evaluated should be sent directly to National American University's Registrar's Office; or
2. 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. Any international official transcripts must be evaluated by a NACES or AICE recognized evaluation service. The original course-by-course evaluation report and copies of the transcript evaluated should be sent directly to National American University's Registrar's Office; or
3. An original General Educational Development (GED) examination report demonstrating passing marks for the overall examination.

In addition, international students must demonstrate proficiency in English through satisfaction of one of the following requirements:

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. An official Test of English for International Communication (TOEIC) score report indicating a minimum score of 750 (not applicable to students enrolled in the nursing program); or
4. 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.

Individual programs, schools, or colleges may have additional admissions requirements and fees. Additional requirements are indicated in the specific program and fee sections of this catalog.

To apply for admission, students may complete and submit a Student Application for Admission (www.national.edu/apply-now/).

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

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.

ACADEMIC PLACEMENT

The purposes of the academic success appraisal are to:

1. Encourage academic success and degree completion.
2. Identify existing reading, comprehension, and writing knowledge and skills.
3. Provide students with feedback about their skills.
4. Aid in the appropriate placement in English (EN) courses.
5. Recommend a course of study in which the student may reasonably expect to achieve academic success.

English Entry Requirements

As an open-enrollment institution, NAU requires all certificate, diploma and degree-seeking students to complete the English Placement Activity at the time of enrollment or to provide evidence of having successfully completed college-level English courses or their equivalent. Course completion and equivalents are defined as follows:

1. A student has successfully completed Composition I or successful completion of two college-level courses in writing and communications ("C" grade or above) at a regionally or nationally accredited or ministry-approved institution and has submitted a copy of a college transcript as documentation.
2. A student has successfully completed the CLEP College Composition 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 examination with a score of three (3) or above and has submitted a copy of the official AP transcript as documentation.
4. A student has successfully completed an associate degree or 72 quarter credits with a GPA of 2.0 at a regionally or nationally accredited or ministry-approved institutions.
5. A student has completed the ASVAB and as a result of his or her score, has been accepted into the military and has signed the NAU military self-certification form.

Math Entry Requirements

NAU requires diploma and degree-seeking students to complete the full college math sequence or to provide evidence of having already completed college-level math courses or their equivalent. Co-requisite remedial math is integrated into these courses. As a result, the courses require more time and work related to math competencies. Course completion or equivalents that exempt the student from one or more math courses are defined as follows:

1. A student has successfully completed two math or statistics courses ("C" grade or above) at a regionally or nationally accredited or ministry-approved institution and has submitted a copy of a college transcript as documentation.
2. A student has successfully completed the CLEP College Mathematics, Precalculus, 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) Mathematics examinations with a score of 3 or above and has submitted a copy of the official AP transcript as documentation.
4. A student has successfully completed an associate degree or 72 quarter credits with a GPA of 2.0 at a regionally or nationally accredited or ministry-approved institutions.
5. A student has completed the ASVAB and as a result of his or her score, has been accepted into the military and has signed the NAU military self-certification form.

Computer Literacy and Orientation to Online Learning

To encourage academic success and degree completion, NAU requires diploma and degree-seeking students to complete the college success skills courses, which contain computer literacy and an online course and LMS orientation. Students may also provide evidence of having already achieved the computer literacy and/or online learning skills as follows:

1. A student has completed College Success or equivalent introductory courses that include learning outcomes and assessments related to computer literacy and online learning.
2. A student has successfully completed ("C" grade or above) comparable College Success or Computer Literacy courses, which include an orientation to online learning.
3. A student has successfully completed an associate degree or 72 quarter credits with a GPA of 2.0 at a

regionally or nationally accredited or ministry-approved institutions.

4. A student has completed the ASVAB and as a result of his or her score, has been accepted into the military and has signed the NAU military self-certification form.

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 and/or 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 NAU, or permanent suspension from continuing as a student with the university.

FINANCES

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

IMMUNIZATION REQUIREMENTS

South Dakota Students

Under South Dakota law, students (born after 1956) who are entering a post-secondary institution in South Dakota for the first time after July 1, 2008, must submit, within 45 days after the start of classes, certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, rubella, and mumps. As an alternative to the requirement for a physician's certification, the student may present: (1) Certification from a licensed physician stating the physical condition of the student would be such that immunization would endanger the student's life or health; (2) Certification from a licensed physician stating the student has experienced the natural disease against which the immunization protects; (3) Confirmation from a laboratory of the presence of adequate immunity; or (4) A written statement signed by the student that the student is an adherent to a religious doctrine whose teachings are opposed to such immunizations. If the student is under the age of 18, the written statement shall be signed by one parent or guardian. Please see an admissions representative for further details. (SDCL 13-53-47)

ACADEMIC INFORMATION

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

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

ACADEMIC HONORS

Honors awarded at NAU 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 NAU 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 NAU are eligible for the designation "With Distinction."

In addition to these honors, specific colleges and schools may maintain additional awards and honors.

ACADEMIC INTEGRITY

The National American University Mission describes the university's commitment to preparing students for success in technical and professional fields. A significant aspect of this mission relates to academic integrity and the encouragement of honesty and ethical behavior on the part of students and graduates. Academic dishonesty includes, but is not limited to, plagiarizing and/or cheating on assignments, tests or projects; or assisting someone else in these actions.

Students

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

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

Cheating:

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

Plagiarism:

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

Fabrication and Falsification:

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

Multiple Submission:

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

Complicity in Academic Dishonesty:

- Knowingly helping or attempting to help another commit an act of academic dishonesty; failing to report instances of academic dishonesty of which the student is aware. Students are responsible for seeking information about accurate documentation of citations and references for specific content areas. Students who are unclear about the cheating and plagiarism examples listed above should seek clarification from a faculty member or staff members with appropriate expertise.

Faculty

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

Penalties

Penalties are determined in consultation between the faculty member and his or her supervisor in consideration of university policy and based on the severity of the violation and any prior history of academic dishonesty. Penalties include the following:

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

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

ADVANCED PLACEMENT PROGRAM (AP)

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

ASSESSMENT PHILOSOPHY - UNDERGRADUATE

The assessment of student learning outcomes is integral to achieving the NAU mission and purposes and core values. In order to prepare students for careers in technical and professional fields through quality higher education, student learning outcomes must be measured to document academic achievement and to identify opportunities for improvement. In addition to promoting continuous improvement, the assessment of student learning also encourages the university to be accountable to its constituents through the documentation and reporting of its academic outcomes.

The following are essential elements in the assessment of student learning at NAU:

- Qualified faculty design and approve new academic programs and support services after appropriate research and planning have been completed so that quality is embedded in all programs and services.
- Qualified faculty create student learning outcomes for each undergraduate and graduate academic program, consistent with the university mission and purposes and core values, 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, provided within and across academic programs.
- Student learning outcomes for all academic programs are measured in a systematic and continuous manner, using multiple direct and indirect assessment methods to document achievement of outcomes and 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 the university's colleges and schools 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 NAU participates in periodic assessments in order for the university to measure and improve student learning outcomes and academic support services. A variety of direct and indirect assessment methods are used and may include examinations, rubrics, competency checklists, portfolio analysis, and survey or interview participation.

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

ATTENDANCE PHILOSOPHY

The university's philosophy on attendance supports its mission of career and professional education. The university creates an educational environment that is responsive to the career and 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. NAU's 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 AND PARTICIPATION POLICY

Class attendance is required beginning with the first scheduled class meeting, and students are expected to attend all class sessions for which they are registered. Attendance is taken each scheduled period of instruction in all class sessions. If a student does not attend a registered class session for fourteen consecutive calendar days during scheduled periods of instruction without contacting the instructor or academic advisor, he/she may be administratively dropped from the course. It is the responsibility of the student to arrange to make up all course work missed because of legitimate class absences and to notify the instructor when an absence will occur. However, instructors may incorporate attendance-taking into tasks that produce in-class participation points.

Attendance shall be defined as an academically-related activity which includes any of the following:

- Attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the university;
- Participating in an online discussion about academic matters.
- For distance education courses, contributing to an online discussion or initiating contact within the course management system with a faculty member to ask a course-related question. Students who have attended past the first 60 percent of the scheduled term, as published in the academic calendar, will not be dropped for non-attendance.

Ground Class Attendance

Students enrolled in ground courses are counted present if they are physically present and actively participates in an academically-related activity.

Online Class Attendance

Students enrolled in online courses are counted as present if they actively participate weekly in an academically-related activity within the course in the university's learning management system. Documenting that a student logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.

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

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

Weekly participation in online classes is critical to each student's academic success. Failure to participate in weekly activities may affect a student's academic performance; furthermore, it may also result in administrative withdrawal.
Participation within the online courses can be verified through the student's access to the secured host site. As a result, the student's participation is permanently recorded through the learning management system.

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

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

Please Note: The foregoing attendance policy does not apply to veteran's educational benefits for students residing in Oklahoma.

AUDITING

Individuals who wish to attend the class sessions of a university course but do not wish to receive credit or a letter grade must request auditing privileges from their success coach.

Eligible individuals may audit one or more courses on a space-available basis, at no additional cost. Independent study courses, some specialized courses, and lab courses are not available for auditing. Once an individual has elected to take the course as an audit, he/she may not change his/her mind and take the course for a grade.

The following individuals are eligible to request auditing privileges:

- Students participating in an academic program.
- Current employees of National American University.
- Graduates of National American University may audit a course in an academic program they have completed.
- Graduates of institutions that have an approved arrangement with National American University.

BLOCK TRANSFER POLICY

NAU's block transfer policy (General Education Equivalency) applies to all bachelor's degree programs. All transfer course work must be college level (1000-level or above).

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 NAU'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 Management and Bachelor of Science in Information Technology degree programs if sufficient general education transfer credits are available.

CANCELLATION OF COURSES

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

CHANGE OF GRADES

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

CHANGE OF PROGRAM

Students are limited to active enrollment in one program of study. Students wishing to change the program in which they are enrolled must meet with their academic advisor to complete the required paperwork and to determine which courses and/or 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 NAU 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 "Prior Learning Credit."

COMMENCEMENT

Commencement is a ceremonious occasion to celebrate educational accomplishments. Graduates are encouraged to attend the annual commencement exercises.

COURSE LOAD POLICY - UNDERGRADUATE

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:

Credit Hours	Min. Cumulative GPA	Signature(s)
19-22.5	2.0	Associate Dean
23-27	3.0	College Dean

COURSE REGISTRATION

Beginning dates for specific terms are listed in the academic calendar. Students must be registered prior to the start of the term. During the first week of the term, students are permitted to add and/or drop courses. Any subsequent changes in a student's registration must be completed on a change of registration form and approved by the academic advisor.

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

CREDIT HOUR POLICY

This policy describes how credit hours for all courses and programs are awarded at NAU.

The university follows a quarter system for the undergraduate and master's programs with each quarter in the academic year consisting of eleven weeks of instruction, examinations, submission of papers, case studies, or projects. The university follows a trimester system for the doctoral program, which consists of sixteen weeks of instruction, examinations, submission of papers, case studies, or projects. Compressed formats are available in both the quarter and trimester systems.

For purposes of the application of this policy and in accordance with 34 CFR § 600.2, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or;
2. At least an equivalent amount of work as outlined in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

This credit hour policy applies to all undergraduate and graduate courses that appear on an official transcript issued by the university, regardless of the mode of delivery. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats, regardless of the mode of delivery. Courses that have less structured classroom schedules, such as externships, internships, or practica, or any other academic work leading to the award of credit hours, at a minimum, should state clearly learning objectives and expected outcomes and workload expectations that meet the standards set forth above.

Credit Hour Standard by Instructional Method

The contact times below do not include breaks within a course meeting time or required out of class student work. Required out of class student work for each of these instructional delivery methods below is described in the National American University Instructional Modes of Delivery Guidelines.

Lecture/Seminar: Courses with multiple students that meet to engage in various forms of group instruction under the direct supervision of a university faculty member. A 4.5-credit course in the quarter will meet 2250 minutes over 10 weeks, and a three-credit course in the trimester will meet 2250 minutes over 15 weeks.

Lecture/Seminar hours required per credit – quarter system		
Credits awarded	Minimum contact time	Total minimum
1	50 contact minutes	500 contact minutes
2	100 contact minutes	1000 contact minutes
2.5	125 contact minutes	1250 contact minutes
3	150 contact minutes	1500 contact minutes
4	200 contact minutes	2000 contact minutes
4.5	225 contact minutes	2250 contact minutes

Lecture/Seminar hours required per credit – trimester system		
Credits awarded	Minimum contact time	Total minimum
1	50 contact minutes	750 contact minutes
2	100 contact minutes	1500 contact minutes
3	150 contact minutes	2250 contact minutes
4	200 contact minutes	3000 contact minutes

Laboratory: Courses with a focus on experimental learning under the direct supervision of a university faculty member wherein the student performs substantive work in a laboratory or studio setting. The minimum contact time per credit is twice that of a lecture (2:1 ratio)

Laboratory hours required per credit – quarter system		
Credits awarded	Lab minimum instruction time per week	Lab minimum
1	100 contact minutes	1000 contact minutes
1.5	150 contact minutes	1500 contact minutes
2	200 contact minutes	2000 contact minutes
3	300 contact minutes	3000 contact minutes

Independent Study: Courses of study in which a university faculty member regularly interacts and directs student outcomes with weekly contact of at least 50 minutes per student.

Clinical/Externship/Internship/Practica/Field Experience: Courses of study in which a university faculty member regularly interacts and directs student outcomes with periodic contact. The learning experience also contains a site supervisor and directed activity or learning outside of a lecture setting. Required contact time is a minimum of 150 minutes each week during the 10-week period for each credit awarded.

Accelerated Courses: Courses offered: a) that are shorter in length than the standard quarter and trimester, b) in which contact time is reduced or c) both shorter in length and contact time. Contact time must be at least one-half of the values found in the lecture contact hour table. The content and substantive learning outcomes are the same as those in the standard quarter.

Distance Education (Online Courses): Courses offered entirely online without regard to face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard lecture course with alternate delivery method. Contact time is satisfied by several means which can include, but is not limited to, the following: 1) regular instruction or interaction with a university faculty member once a week for each week the course runs or 2) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty.

Blended Courses: Courses offered in blended format with one or more face-to-face class sessions per week and at least one or more online sessions with each containing direct interaction with a university faculty member. University faculty members demonstrate through the syllabi that the content and activities equate to a standard assignment of lecture credit.

DUAL DEGREES

HPSSS offers dual degrees at the master's and bachelor's levels in Intelligence Management, Strategic Security and Protection Management, and Terrorism and Counterterrorism Studies. A dual degree demonstrates proficiency in more than one area of expertise within the field of strategic security, which may enhance academic experience and indicate versatility within the field.

Completion of a dual degree is indicated by the presentation of a second diploma. The dual degree will also appear on the student's transcript.

Dual Degree: Bachelor of Science

A dual degree at the bachelor's level involves the successful completion of the following once the first degree has been conferred:

- Forty-five (45) quarter units or ten (10) required courses from the degree program in which the student wishes to earn a dual degree.

DUAL USE OF CREDIT - HIGH SCHOOL

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;
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 students enrolled in NAU dual-credit courses will be required to meet the same admissions and course requirements as regularly enrolled university students.

Dual use of credit courses are not eligible for Title IV funding.

DUAL USE OF CREDIT - UNDERGRADUATE

Undergraduate/Master's Dual Credit Courses

The dual credit courses at NAU offer NAU undergraduate students the opportunity to earn credit to be applied toward their bachelor's and master's degree simultaneously. The dual credit courses are offered on the undergraduate schedule, at the undergraduate tuition rate, and are taught by master's faculty. Because the courses are taught on the undergraduate schedule, the students in the dual credit courses are undergraduate. With some exceptions, students are limited to one dual credit course per term. The grade received in the dual credit course will be included on both the undergraduate and master's unofficial and official transcripts.

In order for NAU undergraduate students to be eligible, they must have the following at the time the dual credit course application is submitted:

- Complete the equivalent of 120 quarter credits or more.
- Have a cumulative GPA of 2.75 or higher.

In order for the online RN to BSN students to be eligible, they must have the following:

- Associates degree or diploma in nursing with 2.5 CGPA or above.
- Currently active unencumbered RN license.

In order for the dual credit to be used toward an NAU master's program other than nursing:

- The student needs to receive a C or higher. (Please note: To graduate with a master's degree at NAU, students can have no more than two C's in their master's level coursework.)
- The master's degree in Master or Management or Master of Business Administration must be completed within ten years of dual credit course completion.
- The student is limited to 13.5 hours of dual credit.

In order for the dual credit to be used toward the MSN program:

The student needs to receive a B or higher. The MSN must be completed within five years of dual credit. The student is limited to 13.5 hours of dual credit.

If you are interested in learning more about dual credit courses, please call a success coach at (800) 209-0182 or email nauadmissions@national.edu. If you are a student in the Henley-Putnam School of Strategic Security, please call a military services advisor at (855) 246-7440 or email nauadmissions@national.edu.

Bachelor's and Master's Program Degrees (4+1)

Students in the Henley-Putnam School of Strategic Security have the option for dual credit, as well as a 4+1 program, allowing the student to complete the bachelor's and master's in a period of five years.

Accelerated BS-MS Track

The accelerated BS-MS track provides high achieving students the opportunity to complete a bachelor's and master's degree in a reduced amount of time while maintaining the integrity, objectives, and standards of both degrees.

In the accelerated BS-MS track, the bachelor's elective courses are reduced from nine courses to five courses, and four of the master's required courses count both toward the bachelor's and master's degrees.

This accelerated track maintains the integrity, scope, and objectives of the MS program by retaining its original requirements and incorporating those of the BS program, with which it aligns.

Program Admission Requirements
To apply for acceptance to the accelerated BS-MS program, students must be currently enrolled in a BS program and meet the following criteria:

- Earned 120 quarter unit credits toward their bachelor's degree (admitted upon completion of 162 quarter unit credits towards the bachelor's degree)
- Earned a cumulative GPA of 3.25 or higher

Graduation Requirements

Prior to graduation, students of the accelerated bachelor's degree and master's degree programs will have successfully completed both the BS and MS program requirements. Students are strongly encouraged to pursue their master's degree immediately following bachelor's degree conferral.

If you are interested in learning more about dual credit courses, please call a success coach at (800) 209-0182 or email nauadmissions@national.edu. If you are a student in the Henley-Putnam School of Strategic Security, please call a military services advisor at (855) 246-7440 or email nauadmissions@national.edu.

Enrollment Dates and Quarter System

NAU 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.

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 NAU, or permanent suspension from continuing as a student with the university.

Fresh Start Policy

The Fresh Start Policy provides a student who left NAU 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 NAU 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 NAU. The success coach 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 Appeal Policy

In order to protect students' rights and maintain academic integrity, the following policy and procedure should govern grade appeals:

Grade appeals may be filed in circumstances where a student believes there is a grade entry error or mathematical error or in instances where the student believes that a grade was awarded in an arbitrary or capricious manner. Arbitrary and capricious includes but is not limited to:

- Instances in which the grade was awarded using criteria not outlined in the course syllabus or policies established for the class.
- Instances in which the grade was awarded for purposes other than academic merit, such as under favoritism, discrimination, or in instances where policies outlined in the syllabus or classroom have not been followed.

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 disputes may not be filed for sanctions imposed under the academic integrity or student conduct policy.

Grading Standards

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

Grade designations for which grade points are not earned include:

F **Failure**. The subject may be repeated, and in the case of non-elective courses, it will be necessary to do so in order to complete a program.

I **Incomplete**. The student did not complete all requirements of the course at the time of grading.

W **Withdrawal**. The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. This grade has no bearing on the grade point average but may affect eligibility for financial aid.

WF **Withdrawal-Fail**. (Applies to the School of Nursing.) The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. The student was earning a failing grade in the course at the time of withdrawal. This grade has no bearing on the grade point average but may affect eligibility for financial aid.

S **Satisfactory**. Used in courses in which credit is awarded and credit hours count toward graduation.

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

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

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 NAU board of governors upon recommendation of the faculty after a student has completed all academic requirements for such degree or diploma.

Certificate Program Graduation Requirements

The requirements for obtaining a certificate are as follows:

1. A minimum 2.0 grade point average is required overall.
2. Individual certificates have set limitations for the number of courses for which a student may receive lower than a “C.” See specific certificates within the university’s schools and colleges for specific requirements on grade point average

Diploma Program Graduation Requirements

The requirements for obtaining a diploma are as follows:

1. A minimum 2.0 grade point average is required overall and in the MAJOR CORE.
2. Each professional course in the healthcare coding, medical assisting, and medical billing & coding diploma program must be completed with a "C" grade.
3. A student must successfully complete a specified number of courses or credits at NAU to be eligible to graduate. Non-traditional or prior learning credit does not apply toward the number required.
    a. A minimum of 25% of the total number of program credits must be taken at NAU unless otherwise specified by the degree or articulation. (Non-traditional or prior learning credit does not apply to this requirement).
4. A graduation application must be submitted no earlier than three terms and no later than two terms prior to their anticipated graduation date.
5. The student must satisfy all financial obligations with the university.
6. 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.
7. In all diploma programs, a minimum of 48-quarter hours of credit is required; however, specific program requirements may vary.

Associate of Applied Science and 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. Capstone courses must be completed with a minimum "C" grade.
2. A minimum 2.0 grade point average (GPA) is required overall and in the MAJOR CORE.
3. Each professional course in the medical laboratory technician, criminal justice, health information technology, medical administrative assistant, medical staff services management, and paralegal studies 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.
4. A student must successfully complete a specified number of courses or credits at NAU to be eligible to graduate. Non-traditional or prior learning credit does not apply toward the number required.

   a. For the minimum number of courses or credits required for nursing, please refer to the school of nursing handbook.
   b. A minimum of 25% of the total number of program credits must be taken at NAU unless otherwise specified by the degree or articulation. (Non-traditional or prior learning credit does not apply to this requirement).
5. A graduation application must be submitted no earlier than three terms and no later than two terms prior to their anticipated graduation date.
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.

Bachelor of Science Degree Graduation Requirements

The requirements for obtaining a Bachelor of Science degree are detailed below. See individual programs for related details.

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 and healthcare management programs must be completed with a minimum "C" grade.
4. A student must successfully complete three 3000-level and three 4000-level courses at National American University. These courses are chosen from the MAJOR CORE and EMPHASIS CORE.
5. A student must successfully complete a specified number of courses or credits at NAU to be eligible to graduate. Non-traditional or prior learning credit does not apply toward the number required.
   a. For the minimum number of courses or credits required for nursing, please refer to the school of nursing handbook.
   b. A minimum of 25% of the total number of program credits must be taken at NAU unless otherwise specified by the degree or articulation. (Non-traditional or prior learning credit does not apply to this requirement).
6. A graduation application must be submitted no earlier than three terms and no later than two terms prior to their anticipated graduation date.
7. Students must satisfy all financial obligations with the university.
8. Candidates for graduation must have official transcripts from all previous post-secondary institutions on file in the registrar's office. No student will be eligible for graduation while holding a special or non-degree status.
9. In all undergraduate bachelor's degree curricula, a minimum of 180-quarter hours of credit is required, however specific program requirements may vary.

Bachelor of Science Degree - Henley-Putnam School of Strategic Security

Prior to graduation, the student must have successfully completed with a CGPA of 2.0, the equivalent of 45 quarter (30 semester) credits in general education. Each bachelor of science may have different general education requirements. Students should review each degree plan for the specific general education requirements. However, all include at least the following units:

General Education Requirements

- Written and/or Oral Communication, 9 quarter (6 semester) credits
- Physical Science, Life Science, 4.5 quarter (3 semester) credits
- Math, 4.5 quarter (3 semester) credits
- Arts & Humanities, 4.5 quarter (3 semester) credits
- Behavioral/Social Science, 4.5 quarter (3 semester) credits

Note: Some of the lower division courses are prerequisites to upper division courses in the bachelor's degree programs. Students must also have:

- A minimum of 180 quarter credits (or the equivalent)
- A minimum of 90 quarter credits (20 courses) in their program of study
- A minimum CGPA 2.0/4.0 scale in courses completed from this University
- Payment of all financial obligations to the school

INCOMPLETE GRADE POLICY

A student may request an incomplete grade ("I") if the student cannot complete all requirements of the course by the end of the course. The student must demonstrate that extenuating circumstances are preventing completion of the coursework. Examples of extenuating circumstances include the death of a relative, serious injury or illness of the student, or other special circumstances. Documentation may be required to verify qualifying extenuating circumstances.

Incomplete grades and arrangements for the completion of course work should be discussed by the student and the instructor prior to the end of the course. If the instructor believes the student should be eligible for an incomplete grade, the instructor will complete the Incomplete Form and forward the form requesting approval, to the related program dean for consideration. If an incomplete grade is granted, the student will be allowed a four-week extension period from the end of the course, to complete approved coursework. Once the instructor has graded all outstanding coursework, the instructor will complete and submit the Grade Change Form.

In circumstances that involve pregnancy, parenting, military deployment, or natural disasters, see the corresponding Title IX: Sex Discrimination and Sexual Misconduct, Academic Relief for U.S. Military Service/Absence, or Natural Disaster Academic Accommodation policies for more information. The student's Satisfactory Academic Progress (SAP) for the purpose of determining financial aid eligibility will not be evaluated for students who receive an incomplete grade until the incomplete grade has been converted to a final grade.

INDEPENDENT STUDY - UNDERGRADUATE

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 success coach 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 dean or associate 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 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 EN 1150 or EN 1300.

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 success coach. 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. NAU's goal in providing this service to students, faculty and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication.

NAU'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 an NAU 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.
8. Storing, processing or displaying racially offensive, gender offensive or obscene material.
9. Using another individual's account or identity to send or receive e-mail.
10. Viewing, damaging or deleting other users' files or communications without appropriate authorization.
11. Posting materials on electronic bulletin boards, which violate existing laws, regulations or National American University policies or codes of conduct.
12. Theft, misuse or abuse of computing or networking resources.
13. Posting of National American University confidential materials, records, policies or procedures or transmitting the same to unauthorized personnel.
14. Sharing of passwords with others.

Vandalism

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

NATURAL DISASTER ACADEMIC ACCOMMODATION

National American University is committed to accommodating students who are adversely affected by natural disasters. When a student suffers a loss or disruption due to a natural disaster, as defined by the U.S. Federal Emergency Management Agency (FEMA), the student may request one of four options, as described below. FEMA defines a natural disaster as "an occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries."

A student adversely affected by a natural disaster must submit a Natural Disaster Academic Accommodation request form to their designated success coach, within 30 days of the last date of attendance; otherwise, the Withdrawals and Refunds policy will be applied. The student may request the same option for all classes, or different options for certain classes. The options are as follows:

Option 1 A student may request to complete classes by accelerating required coursework and completing the course prior to the end of the current term.
Grade: Final grades will be posted at the end of the term.
Financial Aid: Financial aid will be processed in accordance with university policy.

Option 2 If the natural disaster occurs within three weeks after the start of the term and financial aid has not been disbursed, the student may request to be out of attendance from classes. All attendance and enrollment will be deleted from the system.
Grade: The courses will not be recorded on the student's transcript.
Financial Aid: The student will not be charged for the classes, and any requested financial aid will be canceled.

Option 3 A student may request an incomplete grade in accordance with the Incomplete Grade policy. The student will have one year from the date the incomplete is granted to finish the classes.
Grade: An incomplete grade will appear on the student's transcript until all coursework is completed or a year has passed. If the coursework is not completed within one year, the final grade will be based upon the work submitted.
Financial Aid: Financial aid will be processed in accordance with university policy.

Option 4 A student may withdraw from classes in accordance with the Withdrawals and Refunds policy.
Grade: A final grade of "W" will appear on the student's transcript.
Financial Aid: Financial aid and any refund due will be processed in accordance with university policy.

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 registrar's office.

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

PRIOR LEARNING CREDIT

A student may obtain up to 50 percent of the required credit hours toward graduation from prior learning credit unless otherwise required by an accreditor, state, or other external agency. Prior learning includes: a) experiential learning or portfolio credit awarded by NAU, b) evaluated corporate training certificates, c) non-transcripted military training, and d) national testing. Letter grades are not assigned to prior learning credit awarded by NAU and are generally not transferable to another institution. Residency requirements are not satisfied through prior learning credit.

Experiential Learning and Portfolio Credit

Students possessing college-level knowledge and skills resulting from their learning experiences through their trade, business, profession or community involvement are encouraged to apply for portfolio credit. Students are required to write a separate portfolio for each college course for which they are requesting credit. The courses must be NAU courses. A $50 per credit hour portfolio fee is charged for each portfolio at the time of submission.

Credit is granted on the student’s permanent record as portfolio credit. Interested students should contact their success coach to obtain a copy of the portfolio guidelines.

Corporate Training Certificate Credit

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

NAU’s program is founded on the principles and evaluation criteria established by the American Council on Education (ACE http://www.acenet.edu) 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). NAU 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 or 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 NAU courses or for specialty core credit for the management degree.
3. Students interested in earning credit through the certificate evaluation process should contact the success coach for more information.

Military Training Credit

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

National Testing

Students enrolled at NAU may receive credit for specific courses by satisfactorily completing appropriate College-Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST) examinations. Exam scores must meet or exceed the minimum qualifying scores established by these testing agencies to be accepted. If minimum scores are not met, students must wait for a time period specified by the testing agency before attempting the same standardized exam again.

In order to receive credit, students must be enrolled at NAU 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 NAU degree requirement. Grades are not assigned on the academic transcript, and exam results are not included in grade point average calculation.

Students may contact their success coaches 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.

REENTRY POLICY - UNDERGRADUATE

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

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

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

REGULAR AND SUBSTANTIVE INTERACTION LEARNER STATEMENT

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

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

REPEATING COURSES

Students pursuing a degree, diploma, or certificate program may request to repeat one or more courses as a result of failing or withdrawing from a class.

- If required for progression to the degree, students may repeat a course one time for the purposes of improving a grade. If a student achieves a higher grade, that grade replaces the original grade. If a student receives a lower grade, the original higher grade remains on the transcript. If a student does not improve the grade as required, the dean or associate dean of the program may approve a substitute course or a second repeat of the same course. The substitute course does not replace the grade for the original required course; the original course remains on the transcript.
- Students who fail or withdraw after the Drop/Add period of a required course may repeat that course two times for the purposes of achieving a passing or the required grade. Repeating a course after a post-Drop/Add withdrawal counts as a repeat attempt. If a student fails or withdraws after the Drop/Add period from the same course on the second repeat, the failing grade or withdrawal remains on the student transcript. The dean or associate dean of the program may approve a substitute course. The substitute course does not replace the grade for the original required course; the original course remains on the transcript.

Exceptions to this policy may be granted by the provost.

This policy does not apply to students in special, non-degree status or to students auditing courses.

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 executive vice president of academic operations.
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.

SPECIAL STUDENT STATUS

Special status students at NAU are those students who wish to take NAU courses, but who are not seeking a degree from the university. These students may be pursuing courses for their own personal interest, for transfer to another institution, for career advancement, or in preparation to apply to the university for a new degree program. Prospective special status students must indicate that they are non-degree seeking on the application and must meet the educational requirements specified. Some courses are available only to degree-seeking students. The provost may approve exceptions.

If at some point special status students wish to become degree-seeking, they must complete the university's entry process, including entry testing and placement as applicable, and must complete all required courses and their prerequisites per university policy.

NAU does not offer financial aid to special status students.

TRANSCRIPTS OF RECORDS

The registrar's office maintains the permanent academic records for all students. 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. National American University has authorized Parchment to provide official transcript ordering online. An official transcript is printed or transmitted on safety paper and carries the registrar's signature certifying its authenticity. National American University has authorized Parchment to provide official transcript ordering online. Transcripts may be withheld because of indebtedness to the university.

1. One official transcript will be issued to a graduate free of charge.
2. Students and/or third-party requestors will be charged for all subsequent official transcript orders along with processing fees.
3. There is no charge for an unofficial transcript (computer listing of courses and grades) released to current students.

Military

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

Air Force

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

1. Visit your Air Force education center. They can order your free transcript online.
2. Send a written request to the address below that includes your full name or former name if appropriate, social security number, and the address of the location you want the free transcript to be sent. Your signature is required for release of a transcript.

CCAF/DESS

100 South Turner Blvd
Gunter Annex AL 36114-3011.

3. For a minimum charge, you can order a transcript through Credentials Inc. online or via telephone. Express shipping is offered through this service. https://www.credentials-inc.com
4. 1-800-646-1858 or 1-847-446-1027 from 0700 hrs to 1900 hours (CST)

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

Army/Navy/Marines/Coast Guard

The Joint Service Transcript (JST) transcript is available to military members, active, reserve, guard, and veterans, who have not already completed their undergraduate degree, and Basic Active Service Date (BASD) is after October 1, 1981. A JST transcript may be obtained as follows:

1. JST is only available in electronic format via the following website:

https://jst.doded.mil/smart/signIn.do
Choose the school "National American University-All Campuses"

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

Notice: Transcript requests sent by mail will NOT be accepted.

TRANSFER OF CREDIT

Students wishing to transfer credits must see that an official transcript of those credits is sent to the registrar. Transfer credits are subject to the university's residency requirements. Transfer credit will not be granted for designated capstone courses in the university's academic programs. Credit transfer may be restricted to that which has been completed within a recent time period. For specific articulations and agreements, the provost and the president/CEO may adapt or make exceptions to its transfer policies.

A student who is enrolled at another university may also enroll for course work at NAU as a special student. It is the student's responsibility to request an official transcript of credits earned at NAU 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 NAU 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 NAU'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 NAU may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by NAU. The student should obtain confirmation that NAU will accept any credits earned at another educational institution before the student executes an enrollment contract or agreement. The student should also contact any educational institutions that they may want to transfer credits earned at NAU to determine if such institutions will accept credits earned at NAU prior to executing an enrollment contract or agreement. The ability to transfer credits from NAU to another educational institution may be very limited. The student's credits may not transfer, and the student may have to repeat courses previously taken at NAU if the student enrolls in another educational institution. The student should never assume that credits will transfer to or from any educational institution. It is highly recommended, and the student is advised to make certain that they know the transfer of credit policy of NAU and of any other educational institutions they may in the future want to transfer the credits earned at NAU before executing an enrollment contract or agreement.

VIRTUAL EXTERNSHIPS AND INTERNSHIPS

Virtual externships and internships provide opportunities for students in certain programs to apply the knowledge and skills acquired in their programs and gain experience while working in a virtual environment, which is becoming more prevalent in today's world. Students interact with externship/internship sites through technology, without being physically present at a site. The student must have a virtual externship or internship approved by the university no later than the beginning of the quarter in which the externship or internship is to be performed.

Traditional clinical, practicum, and internship opportunities are available for students enrolled in the following suspended programs in states in which such programs are authorized: nursing, medical laboratory technician, and medical assisting.

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.

STUDENT AND LEARNER SERVICES

The student services program at NAU 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.

Unique to the Henley-Putnam School of Strategic Security is the *Journal of Strategic Security*, HPSSS-sponsored webinars, and professional mentoring. Students may get involved in groups and societies related to their studies: Order of the Sword Honor Society, and the Henley-Putnam School of Strategic Security Chapter of Student Veterans Association (SVA).

ACADEMIC RELIEF FOR U.S. MILITARY SERVICE/ABSENCE

NAU recognizes the sacrifices, commitment, and hardships of servicemen and women. This policy is intended to relieve academic burden during periods when military service conflicts with class attendance and course completion. This policy applies to active duty servicemen and women, their spouses, National Guard members and Reservists when orders take effect during, or intersect with, an active academic term *(Proof of orders is required and can be accomplished by visual inspection or a letter or email from the commander or 1st Sergeant)*. This policy also applies to veterans who have a documented service-related disability that prevents them from successfully attending and/or completing a course. *(A letter or email from an attending medical professional stating the student's disability prevents them from successfully completing the class or program at this time is required).*

Note: In some cases, students may accept an Incomplete during a time of absence and complete the course upon return. However, be aware that military regulations governing the allowable time to replace Incomplete (I) grades differ between military branches and the service requirements take precedent over NAU's requirements. NAU strongly recommends that before choosing an option requesting an incomplete beyond the end of the current term, students contact the military Education Office to determine the military branch's specific policy for recoupment of Tuition Assistance funds.

Students will complete the Academic Relief for U.S. Military Service/Absence Form and will elect one of the following options for each class (the same option may be used for all or different options for some classes.) For example, a student may decide to complete one class before leaving [option one] but will need to take an incomplete in the other classes [option three]. On the space provided at the end of the form, list the classes, which will be affected by this policy, the name of the instructor for each class, and the Academic Relief for Military Service option for each class. Include the last date of attendance and sign and date this form. This form must be completed within 30 days of the last date of attendance. If not, the university withdrawal and refund policy as found in the current catalog will be applied. Before signing, please speak to an NAU finance counselor and an NAU military finance coordinator.

Option One:

Elect to finish class(es) by accelerating work and completing it before the start of an absence, or by finishing the class via electronic means or special accommodations agreed to with the instructor. Please note: students wishing to complete work via e-mail or learning management system must have web access during the period of absence.

Grade: The grade earned for the class will be applied at the end of the current term.

Financial Aid: Military assistance or federal aid may be used to pay for the class(es) provided all eligibility requirements are met. If military and federal eligibility requirements are not met, the student will pay for the class(es).

Option Two:

Elect to be 'no-showed.' This option is only available if financial aid has not been disbursed and the absence is within three weeks of the start of the term. The student's attendance and enrollment will be deleted from the system.

Grade: The course will not be recorded on the student's transcript.

Financial Aid: The student will not be charged for the class(es).

Option Three:

Elect to take an incomplete for class(es). The student will then have a predetermined period of time to complete the work following the absence. The student will need to notify the instructor who will process the incomplete paperwork. If the absence is 60 days or less, the student will have 6 months from the date the absence ends to finish the class. If the absence is greater than 60 days, the student will have one year from the date the absence ends to finish the class. The Satisfactory

Academic Progress (SAP) for the purpose of determining financial aid eligibility will not be evaluated for students who receive an incomplete grade in accordance with this policy until the incomplete grade has been converted to a final grade.

Grade: An "I" will appear on the transcript until the work is completed or the allotted time has passed. If the work is completed, the instructor will submit a grade change and award the student the grade earned. If the work is not completed within the allotted time, the instructor will award a grade based on the work completed up to the time the class was dropped.

Financial Aid: Military assistance and federal financial aid may be used to pay for the class(es) depending on eligibility rules. If eligibility requirements are not met, the student will pay for the class(es). **Note:** Some branches of the service will not allow an incomplete on a student's record for an extended time, therefore students should check with the education office to ensure students will not be personally billed for the class(es).

Option Four:

Elect to follow the university's normal withdrawal and refund policy and be administratively dropped from the class.

Grade: The student will receive a "W" on the transcript. The student will be allowed to repeat this class in the future.

Financial Aid: Military assistance and federal financial aid may be used to pay for the class(es) depending on eligibility rules. If eligibility requirements are not met, the student will pay for the class(es) If the last date of attendance is within the refund period, any refund will be pro-rated. If the start of the student's absence is beyond the refund period, no refund will be given.

Option Five:

Elect a waiver for the term. The student may contact the education officer to request a waiver for the term. The waiver will allow the student to retake the class at a later date and to receive military assistance for the class a second time. If the waiver is granted the student must also request to be dropped from all classes.

Grade: The student will receive a "W" on the transcript for the class(es). When the student enrolls the second time, the second class will also be on the transcript along with the grade earned.

Financial Aid: The student will receive a pro-rated refund based on the university's refund policy from the date the class was dropped. The student will be required to pay for the class the second time with the waiver allowing the student to use military assistance for the class a second time.

ALCOHOL AND DRUG USE POLICY

National American University maintains a drug-free university. Students, instructors, and staff are strictly prohibited from misusing controlled substances, intoxicants, alcohol, and prescription drugs while working, participating in the online classroom, or other university-sponsored activities.

Violation of the alcohol and drug use policy and/or any municipal, state, or federal law or regulation may result in disciplinary action, including but not limited to a warning, a remediation plan, and up to and including dismissal of a student, even for a first time offense. In addition to the sanctions imposed by NAU, individuals who have violated local, state, and federal law regarding possession, use, and/or distribution of alcohol and other drugs may be referred by the school to the appropriate authorities for arrest and prosecution.

The above policy is distributed to students annually through the university catalogue. Employees receive the above policy annually through distribution of the employee handbook.

ALUMNI

Graduates of NAU are members of the National American University Alumni Network. The university maintains communication with graduates by way of *National News*, a quarterly print newsletter and through social media. Individual colleges and schools within NAU may also have specific web pages and other means to remain in contact with alumni.

The NAU Alumni office also seeks regular input from graduates, obtained from biennial surveys, which helps the university evaluate its programs and personnel, as well as other periodic program, initiative and needs assessment surveys.

Other free NAU alumni benefits have included *NAU Match!*, an alumni mentoring program; an alumni webinar series, for and by alumni; career services support; a 10% alumni tuition benefit discount for alumni who will pursue advanced degrees through NAU; and tuition free courses (alumni, to stay current in their fields may audit courses previously taken and passed at NAU).

NAU annually recognizes distinguished alumni service in terms of community involvement and/or professional accomplishment. NAU alumni are encouraged to assist fellow alumni who are seeking employment and career advancement by sharing information regarding employment opportunities with NAU's success coaches, the alumni office, or through social network platforms (NAU Alumni LinkedIn site). Job search assistance is available at no added charge to alumni through NAU success coaches.

Referral of prospective students to the university by alumni is also welcomed. Alumni may activate involvement, and begin to receive the *National News* quarterly newsletter, on the NAU website at www.national.edu/Alumni. Alumni can also share updated contact information, ask questions or share successes directly with the alumni office at alumni@national.edu. Please keep the alumni office informed of name, employment, and directory data changes through the university website and alumni link.

AMERICANS WITH DISABILITIES ACT POLICY

NAU strives to make its programs and facilities accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The goal of the university is to create and maintain an environment in which students may achieve their fullest potential, limited to the least extent possible by individual disabilities.

Disability

Recognized disabilities include physical and mental impairments that substantially limit one or more of the major life activities, including walking, seeing, hearing, speaking, learning, breathing, working, taking care of oneself, and performing manual tasks. A temporary medical condition may also qualify as a disability. Examples of temporary disabilities include broken bones, other injuries, and short-term impairments following surgery or medical treatments.

A student is not required to disclose a disability. However, to be considered for an accommodation, a student must submit a request as explained below.

Reasonable Accommodations

A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility that enables a qualified student with a disability to have an equal opportunity to attain the same level of performance or enjoy equal benefits and privileges available to students without disabilities. The accommodation sought must be related to the student's disability and cannot require the university to fundamentally alter programs or services, lower standards, or provide anything "overly burdensome." Students with disabilities are not automatically entitled to the accommodation they may prefer or have received in other educational settings.

While NAU desires that all students achieve academic success, it does not guarantee success in its offerings and activities. A student must possess the mental capabilities needed to participate in the university's academic programs and be "otherwise qualified" to meet the academic requirements of the university. A disability may not be so profound that, even with accommodations, the student is unable to perform basic requirements such as analytical reasoning or writing. Students taking online courses or courses with online components must possess the minimum computer skills and software that are required to successfully attend and complete the course. Accommodations will not be provided for the remediation of these basic skills and software.

Requesting an Accommodation

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

Executive Director of Student Success
National American University
5301 Mount Rushmore Rd.
Rapid City, SD 57701
Telephone: (719) 590-8322 Fax: (605) 721-5241
sbroadus@national.edu

To request an accommodation:

Step 1 –

Contact the appropriate success coach and request an ADA Accommodation Request Form: for undergraduate, master's, and HPSSS students contact a success coach, for EdD students contact the vice president and dean.

Step 2 –

Submit a completed ADA Accommodation Request Form and all required documentation to the success coach no less than three weeks prior to the beginning of classes, or when a disability becomes known. Required documentation includes the following, provided by a licensed professional:

- A clear statement of the diagnosed disability;
- A description of the functional limitations resulting from the disability as they pertain to the educational environment;
- The duration of the disability; and
- The recommended accommodation(s).

If a student requests an accommodation for a disability relating to learning or attention difficulties, comprehensive and diagnostic testing may be required, at the student's expense.

The executive director of student success will review the request and supporting documentation and will communicate with the student and other persons as appropriate.

If the executive director of student success determines that an accommodation is warranted, the student will receive an ADA Student Accommodation Agreement, indicating the accommodation has been granted. **Accommodations will not be applied retroactively.**

Step 3 –

Provide each instructor with a copy of the ADA Student Accommodation Agreement, obtain the instructor's signature, and deliver the signed Agreement(s) to the success coach. Students need to contact uservices@national.edu prior to the start of each academic term so that the accommodations may be implemented in the online classes.

The student can contact the success coach if an accommodation is not effectively implemented, not granted, to have the matter reconsidered, or with any questions. While it is hoped that any concerns can be resolved within the university process, the student may also contact the U.S. Department of Justice, Civil Rights Division.

BOOKSTORE

Students may order their textbooks from the university's online bookstore. The bookstore is accessible online at https://www.nationalamericanbookstore.com/.

CAREER CENTER AND SERVICES

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

Success coaches assist 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, recruitment by employers, part-time employment, internships, and Internet utilization are some of the means used by NAU to facilitate employment and career development of students and graduates.

The Career Center is online and is accessible 24/7 to all students, alumni, and faculty. It provides detailed support for students on career exploration, enrichment, development, and decisions. NAU 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: careerservices.national.edu.

CHANGE OF PERSONAL DATA

Any change of name, address, email address or telephone number must be reported to the student's instructor and the success coach as soon as the change occurs. The success coach will provide students with appropriate next steps.

CLUBS AND ORGANIZATIONS

The Henley-Putnam School of Strategic Security encourages students to actively engage in co-curricular clubs and organizations that promote success in obtaining a college degree.

Order of the Sword and Shield (OSS)

The Order of the Sword and Shield is an academic and professional honor society solely for homeland security, intelligence, emergency management, and all protective security disciplines: "The mission of OSS shall be to promote critical thinking, high scholarship and professional development; to further enhance the ethical standards of the protective security professions; and to cultivate a high order of personal living."

In this age when the complexities of a rapidly changing security environment demand a requisite advancement in analytic, communication, and strategic leadership skills, organizations like the OSS are critical. The Order offers the opportunity to connect with fellow honor students and experienced Senior Leadership who not only understand these skills but have demonstrated them. Developing networks, fostering a current understanding of the job market, and having opportunities to show one's own expertise (visibility) are a few of the benefits of membership. HPSSS is committed to fostering student participation in the OSS and welcomes student involvement.

Student Veterans Association

The mission of the HPSSS chapter of the Student Veterans Association is to provide a safe environment for the many different student veterans' organizations to meet virtually and address the challenges of military service and transition from military service and an active engagement in the college experience. By promoting camaraderie and connecting members to resources, this organization helps all HPSSS veterans complete their educational goals and college degrees.

CONDUCT

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

Institutional obligations include, but are not limited to, upholding the law and maintenance of regulations regarding academic honesty and restricting prejudicial behavior, physical abuse or harassment, impropriety of personal behavior, or illicit use of drugs or intoxicants, especially as these relate to institutional and educational goals. Respect and tolerance are keywords in the institutional expectations of students in their interaction

with each other and with other members of the university community.

Student Code of Conduct

Specific violations of the student code of conduct include, but are not limited to the following:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any university official, faculty member, or office.
   b. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other university activities or of other authorized non-university activities.
3. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, and/or other conduct, regardless of medium, which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property.
5. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any university premises or unauthorized entry to or use of university premises.
7. Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university website.
8. Violation of any federal, state or local law.
9. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
10. Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication.
11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
12. Participating in a demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any university building or area.
13. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
14. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.
15. Disrespectful behavior includes behavior designed to harass, threaten, or embarrass others. Students may not communicate content in any medium that could reasonably be construed as offensive, threatening or discriminatory. At all times, students are expected to behave appropriately, respectfully and courteously in communications with other students and university faculty, staff, and administrators.
16. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual's identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the university computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the university's Internet, Netiquette, and Prohibited Use policies.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
   a. Warning—A notice in writing to the student that the student has violated university policy.
   b. Probation—A written reprimand for violation of specified university policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated university policy during the probationary period.
   c. Suspension—Separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

d. Permanent Suspension—Permanent separation of the student from the university.

e. Revocation of admission and/or degree—Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

2. More than one of the sanctions listed above may be imposed for any single violation.

Procedure and Appeals

1. Any staff or faculty member may file charges against a student for violations of the Student Code of Conduct. A charge shall be prepared in writing and directed to the university official within 30 days of the alleged violation.
2. Students who are disruptive, damage university property, or pose a threat to any person at the university may be immediately suspended and escorted from the premises or removed from the NAU online classroom by a university official.
3. If a university official observes or otherwise becomes aware of a violation of the Student Code of Conduct, the university official or designee may either choose to meet with the student to discuss the concerns or move directly to convene a Student Conduct Committee. For minor or inadvertent violations, the university official may choose to informally correct the student's behavior.
4. The Student Conduct Committee will investigate reported violations of the Student Code of Conduct. The committee is composed of the university official (or designee), an academic representative and a student support representative. All members of the Student Conduct Committee must be independent of the incident and student under investigation.
5. The student will be provided written notice of the time and date for a disciplinary hearing from the Student Conduct Committee. The disciplinary hearing will be scheduled within 10 days of notification to the student.
6. The student is permitted to be assisted by an advisor (such as a parent, relative, or a member of the university community) present during the disciplinary hearing, but the advisor will not be permitted to speak or participate directly in the hearing. The student will not be permitted to bring an attorney to the hearing.
7. Witnesses with relevant knowledge of the alleged violation of the Student Code of Conduct may be presented on behalf of the student or the university.
8. The student conduct committee's decision will be provided to the student on the Student Conduct Form within five days of the hearing. If the student conduct committee determines that a violation of the Student Code of Conduct has occurred, appropriate sanctions will be imposed. Sanctions of permanent suspension or revocation of admission and/or degree may only be imposed by the provost upon recommendation from the student conduct committee.
9. The student has a right to appeal the decision of the student conduct committee to the office of student concerns for all sanctions. If appealed, the decision of the Student Conduct Committee remains in the interim. The student's appeal request must be made on the Student Conduct Form and delivered to the office of student concerns within 72 hours of the Student Conduct Committee's decision. The office of student concerns will convene a Student Conduct Appeals Committee, composed of three university administrators, to review the proceedings of the Student Conduct Committee.
10. The Student Conduct Appeals Committee will render a decision within five (5) days after receipt of the student's appeal. Absent provost intervention, the decision of the Student Conduct Appeals Committee is final.

HARASSMENT, NON-DISCRIMINATION, AND NON-RETALIATION POLICY

National American University (NAU) employees and students should be able to work and learn in an environment free from discrimination and harassment. The mission of NAU is best accomplished in an atmosphere of professionalism, which in turn is supported by mutual respect and trust. NAU expects all employees and students to work toward this goal.

Discrimination and harassment based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, genetic information, gender identity, or any other protected class status is strictly prohibited by NAU.

This policy prohibits any form of harassment by an individual, including university managers and supervisors, employees, co-workers and third parties such as students, consultants, contractors or vendors who deal with university employees or students.

Definitions of Sexual and Other Forms of Harassment and Discrimination

1. Discrimination consists of unequal treatment in the workplace or academic setting or in the terms and conditions of a person's employment or academic standing, when the treatment is based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, genetic information, gender identity, or other protected class status.
2. Harassment consists of unwelcome conduct based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, genetic

information, gender identity, or other protected class status when submission to such conduct:

a. Is a condition of employment, continued employment, admission to the university, continued enrollment, or academic achievement; or

b. Is a basis for an employment decision affecting an employee's job or a student's ability to obtain an education; or

c. Interferes with an employee's job or a student's academic performance; or

d. Creates an intimidating, hostile, or offensive work or academic environment.

3. NAU prohibits such harassment in any form, including verbal, physical, and visual harassment.
4. Some examples of conduct that could be considered harassment include the following types of action when they are taken based on protected class status:
   a. Abusive, intimidating, insulting or degrading remarks;
   b. Displaying in the workplace or academic setting, objects, cartoons, pictures, or stories which may be perceived as offensive or demeaning; or
   c. Threats, demands or suggestions that an employee's work status or a student's academic status, advancement or other terms and conditions of employment or academic achievement are contingent upon the employee's toleration of or acquiescence to unwelcome harassment.
5. One form of prohibited harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to such conduct:
   a. Is a condition of employment, continued employment, admission to the university, continued enrollment, or academic achievement; or
   b. Is a basis for an employment decision affecting an employee's job or a student's ability to obtain an education; or
   c. Interferes with an employee's job or student's academic performance; or
   d. Creates an intimidating, hostile, or offensive work or academic environment.
6. NAU prohibits sexual harassment in any form, including verbal, physical, and visual harassment. For more information, please refer to the university's Sexual Misconduct policy.

Reporting Harassment

1. If at any time a *student* feels he/she has experienced sexual or other forms of harassment, discrimination, or violence, the student should immediately contact: Title IX Coordinator, 5301 Mount Rushmore Rd., Rapid City, SD 57701, 605-809-8511, TitleIX@national.edu.

   If at any time an *employee* feels that he/she has experienced sexual and other forms of harassment, discrimination, or violence, the employee should immediately contact: Human Resources, 5301 Mount Rushmore Rd., Rapid City, SD 57701, 605-721-5313, hremployeerelations@national.edu.
2. NAU wants to resolve any such problems, but it can do so only if it is aware of those problems. NAU encourages any individual who believes he/she is being discriminated against or harassed to report any and all incidents of perceived discrimination or harassment.
3. NAU will investigate discrimination and harassment complaints and take other appropriate action. Every effort will be made to ensure the confidentiality of complaints, and the results of investigation, to the extent possible. Any person who is found to have committed prohibited discrimination or harassment will be subject to appropriate corrective action, which may include discipline up to and including termination or, in the case of a student, permanent suspension.

Confidentiality

Every effort will be made to ensure the confidentiality of complaints, and the results of investigation, to the extent possible.

No Retaliation

1. Retaliation against any individual for making a complaint under this policy, for opposing harassment or discrimination, or for participating in an investigation of any claim regarding harassment or discrimination or inappropriate behavior is strictly prohibited.
2. Any person who engages in retaliatory conduct or reprisals in response to a claim of harassment or discrimination will be subject to appropriate corrective action, which may include discipline up to and including termination of employment or permanent suspension of a student. If an employee or student feels that he/she has experienced such retaliation, the individual should immediately report any such retaliation to the system director of human resource.
3. A person who files a false or malicious complaint of discrimination or harassment may be the subject of appropriate disciplinary action.

Employee and Student Responsibilities

1. Everyone is responsible for maintaining a working and learning environment free of harassment and discrimination.
2. All employees are required to complete the interactive educational training programs, Unlawful Harassment Prevention and Diversity in the Workplace upon hire and thereafter on a yearly basis. All students and employees will also be provided with Title IX, VAWA training.
3. It is the responsibility of ALL employees and students to:

a. Read and abide by this policy. Employees with questions may contact the director for human resources. Students with questions may contact the Title IX coordinator.
b. Refrain from engaging in acts of harassment or discrimination or acts that can be construed as harassment or discrimination.
c. Immediately report any acts of discrimination or harassment or acts that can be construed as such.
d. Cooperate with any investigation regarding discrimination, harassment, or inappropriate conduct.
e. Maintain the confidentiality of any complaint or information received or provided in the course of an investigation, only disclosing information to those NAU personnel or representatives with a need to know about the complaint or information. Refrain from speculation and from drawing conclusions or gossiping about the subject matter or individuals involved in claims of harassment or discrimination, or involved in the investigation of such claims.
f. Refrain from taking any adverse or retaliatory action against any individual who has made a claim of harassment, opposed harassment, or participated in the investigation of any claim regarding harassment or inappropriate behavior.

LEARNER SERVICES

NAU offers a number of programs that are intended to assist students in gaining the optimum benefit from their academic experience.

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

Tutoring services for selected courses are available. To request tutoring services students should contact their success coach.

Technical support is available for students taking online courses. Students experiencing technical problems may access NAU's OneStop website (Onestop@national.edu) 24/7 for aid with a variety of issues and information of interest. They are also encouraged to contact UServices at (800) 548-0602 or email uservices@national.edu for technical assistance seven days per week when classes are in session.

NAU FOUNDATION SCHOLARSHIP OPPORTUNITIES

The nonprofit NAU Foundation recognizes and rewards academic achievement through an annual NAU Foundation Academic Excellence Award Scholarship. To be eligible to apply for an Academic Excellence Award Scholarship, the student must have attended half-time (six or more undergraduate credit hours; 4.5 or more master's or DSS credit hours, and three or more trimester credit hours in the EdD) at NAU fall and winter terms, or fall and spring terms in the EdD, 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 the foundation's website at naufoundation.org/scholarships and from student advisors. Letters of reference and a brief autobiography must be included with the application.

Academic Excellence Award Scholarship recipients are selected on the basis of the following:

1. Academic achievement at NAU;
2. Participation in institutional activities or community involvement or service while an NAU student;
3. Financial need.

The NAU Foundation also periodically offers targeted scholarship opportunities for NAU students as resources allow. Current and upcoming scholarship opportunities are posted at naufoundation.org/scholarships. Other scholarship opportunities may also be available; please see http://www.national.edu/admissions-financial/financial-aid/scholarship-opportunities, and https://www.naufoundation.org/scholarships.

ONESTOP

OneStop (https://onestop.national.edu/) provides access to nearly all of a student's resources. It is also the first step in finding answers to questions, or resolutions to issues.

ONLINE LIBRARY

Library resources are chosen to assist all in achieving success in their academic programs and careers with a collection of current and timely information in a variety of formats. The online library includes the NAU catalog, e-books, tutorials, and myriad electronic searchable databases. In addition, Ask-a-librarian email reference service is available to support student library needs.

ORIENTATION

The orientation course, as well as the university’s student success courses provides students with development and training in achieving online academic success. The orientation course is a valuable resource for all students to encourage them to communicate with one another, as well as their faculty and deans, and to increase academic success. Orientation includes information about the following: goals, learning outcomes, and strategies for student success, management, and academic writing refresher. The university’s writing, math, and other support centers provide additional resources.

RIGHT TO PRIVACY - FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. A student should submit a written request to the registrar or other appropriate official, that identifies the records the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without con-sent.

   The school may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law en-forcement unit personnel and health staff); a person serving on the governing board; or a student serving on an official committee, such as a disciplinary or grievance com-mittee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educa-tion record in order to fulfill his or her professional responsibilities for the school.

   Upon request, the school may disclose education records without a student's prior written consent to offi-cials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

At its discretion, the school may disclose without the student's prior written consent the following directory information: student's name, local and permanent addresses, local and permanent telephone numbers, e-mail address, photograph, date and place of birth, major field of study, class level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities, degrees, honors, and awards received, and most recent educational agency or institution attended.

A student may withhold directory information by notifying the office of the registrar 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.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 34 CFR §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (34 CFR §99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already

enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 CFR §99.34. (34 CFR §99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (34 CFR §§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (34 CFR §99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (34 CFR §99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (34 CFR §99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (34 CFR §99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (34 CFR §99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (34 CFR §99.31(a)(10)) Information the school has designated as "directory information" under §99.37. (34 CFR §99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (34 CFR §99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (34 CFR §99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (34 CFR §99.31(a)(15))

STUDENT CONCERNS

National American University is committed to promptly addressing student concerns. No adverse action will be taken against a student for submitting a concern or complaint.

1. If a student has a concern or complaint, the student should first seek resolution by communicating with a success coach.
2. In the event the matter is not resolved after communicating with a success coach, the student is encouraged to contact the executive director of student success, who will address the student's concern in an impartial manner.

Executive Director of Student Success
National American University
5301 Mount Rushmore Rd.
Rapid City, SD 57701
Phone: (719) 590-8322 | Fax: (605) 394-4849
studentconcerns@national.edu

3. The executive director of student success will strive to respond to a student within five (5) business days and will endeavor to resolve the matter in a timely manner. The time to resolution will depend upon the nature of the concern.
4. The executive director of student success does not possess the authority to render final decisions, but will seek to resolve the matter by facilitating communication among the appropriate persons and departments.
5. In the event a student feels that the university has not adequately addressed the concern or complaint, the student may contact the appropriate state agency listed below.

Alabama

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

Alabama Community College System
PO Box 302130
Montgomery, AL 36130-2130
Website: https://www.accs.edu/about-accs/private-school-licensure/
Phone: (334) 293-4650

Alaska
Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0510
Website: acpe.alaska.gov
Phone: (907) 465-2962
Fax: (907) 465-5316
Email: ACPE@alaska.gov

Arizona
Arizona State Board for Private Postsecondary Education
1400 W. Washington Street
Phoenix, AZ 85007
Website: http://www.azppse.gov/
Phone: (602) 542-5709
Fax: (602) 542-1253

Arkansas
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201
Website: www.adhe.edu
Phone: (501) 371-2000
Email: ADHE_Info@adhe.edu

California
Bureau of Private Postsecondary Education
Street Address:
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Mailing Address:
P.O. Box 980818
West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov/
Phone: (916) 431-6959; Toll Free: (888) 370-7589
Fax: (916) 263-1897
Email: bppe@dca.ca.gov

Colorado
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
Website: highered.colorado.gov/
Phone: (303) 866-2723
Fax: (303) 866-4266

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

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

Florida
Florida Department of Education
325 W. Gaines Street, Room 1544
Tallahassee, FL 32399-0400
Website: www.fldoe.org
Phone: (850) 245-0505
Fax: (850) 245-9667
Email: Susan.Hood@fldoe.org

Georgia
Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
Website: www.gnpec.georgia.gov
Phone: (770) 414-3300
Fax: (770) 414-3309

Hawaii
Hawaii State Department of Education
1390 Miller Street
Honolulu, HI 96813
Website: www.hawaiipublicschools.org/
Phone: (808) 586-3230
Fax: (808) 586-3234

Idaho
Idaho State Board of Education
Street Address:
650 West State Street, 3rd Floor
Boise, ID 83702
Mailing Address:
P.O. Box 83720
Boise, ID 83720-0037
Website: www.boardofed.idaho.gov/
Phone: (208) 334-2270
Fax: (208) 334-2632
Email: board@osbe.idaho.gov

Illinois
Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701-1404
Website: www.ibhe.org
Phone: (217) 782-2551
Fax: (217) 782-8548

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

Iowa
Iowa College Student Aid Commission
430 East Grand Avenue, FL 3

Des Moines, IA 50309-1920
Website: www.iowacollegeaid.gov
Phone: (515) 725-3400
Fax: (515) 725-3401

Kansas
Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
Website: www.kansasregents.org/
Phone: (785) 430-4240

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

Louisiana
Louisiana Board of Regents
Street Address:
1201 N. Third Street, Suite 6-200
Baton Rouge, LA 70802
Mailing Address:
P.O. Box 3677
Baton Rouge, LA 70821-3677
Website: http://regents.louisiana.gov/
Phone: (225) 342-7084
Fax: (225) 342-9318 or 6926

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

Maryland
Maryland Attorney General
Consumer Protection Division
200 St. Paul St.
Baltimore, MD 21202
Phone: (410) 528-8662; Toll Free (888) 743-0823

Massachusetts
Massachusetts Department of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108
Website: www.mass.edu
Phone: (617) 994-6950
Fax: (617) 727-0955 or (617) 727-6656

Michigan
Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services, Licensing Division, Private Postsecondary Schools
P.O. Box 30018
Lansing, MI 48909
Website: www.michigan.gov
Phone: (517) 241-9288
Fax: (517) 373-2162

Mississippi
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453
Website: www.mississippi.edu
Phone: (601) 432-6647

Missouri
Missouri Department of Higher Education and Workforce Development
301 West High Street, Suite 840
Jefferson City, MO 65101
Website: www.dhe.mo.gov/
Phone: toll free: (573) 751-2361; Toll Free (800) 473-6757
Fax: (573) 751-6635

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

Nebraska
Coordinating Commission for Postsecondary Education
Street Address:
140 N. 8th Street, Suite 300
Lincoln, NE 68508
Mailing Address:
P.O. Box 95005
Lincoln, NE 68509-5005
Website: www.ccpe.nebraska.gov
Phone: (402) 471-2847
Fax: (402) 471-2886

Nevada
Nevada Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, NV 89123
Website: www.cpe.state.nv.us/index.htm
Phone: (702) 486-7330
Fax: (702) 486-7340

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

New Jersey
New Jersey Secretary of Higher Education
20 West State Street, 4th floor
P.O. Box 542
Trenton, NJ 08625-0542
Website: www.state.nj.us
Phone: (609) 292-4310
Fax: (609) 292-7225

New Mexico
New Mexico Higher Education Department
Private Post-Secondary Schools Division
2044 Galisteo Street
Santa Fe, NM 87505-2100
Website: www.hed.state.nm.us/
Phone: (505) 476-8400
Fax: (505) 476-8453

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

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

North Dakota
North Dakota State Board for Career and Technical Education
State Capitol 15th Floor
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
Website: www.nd.gov/
Phone: (701) 328-3180
Fax: (701) 328-1255
Email: cte@nd.gov

Ohio
Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, OH 43215
Website: scr.ohio.gov/
Phone: (614) 466-2752
Fax: (614) 466-2219
Email: bpsr@scr.state.oh.us

Oklahoma
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Website: www.okhighered.org/
Phone: (405) 225-9100
Email: communicationsdepartment@osrhe.edu
Oklahoma Board of Private Vocations Schools
3700 N.W. Classen Boulevard, Suite 250
Oklahoma City, OK 73118
Website: http://obpvs.ok.gov/
Phone: (405) 528-3370

Oregon
Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310-0203
Website: www.ode.state.or.us/
Phone: (503) 947-5600
Fax: (503) 378-5156

Oregon Office of Student Access and Completion (OSAC)
1500 Valley River Drive, Suite 100
Eugene, OR 97401
Website: www.oregonstudentaid.gov
Phone: (541) 687-7478
Fax: (541) 687-7414

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

Puerto Rico
Puerto Rico Council on Higher Education
P.O. Box 19900
San Juan, Puerto Rico 00910-1900
Website: www.ce.pr.gov
Phone: (787) 641-7100
Fax: (787) 641-2573

South Carolina
South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
Website: www.che.sc.gov/
Phone: (803) 737-2260
Fax: (803) 737-2297

South Dakota
South Dakota Board of Regents
306 East Capitol Avenue
Pierre, SD 57501
Website: www.sdbor.edu/
Phone: (605) 773-3455
Fax: (605) 773-5320
Email: info@sdbor.edu

Tennessee
Tennessee Higher Education Commission

Division of Postsecondary School Authorization
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
Website: www.tn.gov/
Phone: (615) 741-3605
Fax: (615) 532-8845

Texas

Texas Higher Education Coordinating Board
Street Address:
1200 E. Anderson Lane
Austin, TX 78752
Mailing Address:
P.O. Box 12788
Austin, TX 78711-2788
Website: http://www.thecb.state.tx.us/
Phone: (512) 427-6101
Email: StudentComplaints@thecb.state.tx.us
Texas Administrative Code: 19 Tex. Admin. Code §§ 1.110 – 1.120
http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y

Utah

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

Vermont

Vermont Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641
Website: education.vermont.gov/
Phone: (802) 479-1030
Email: AOE.EdInfo@state.vt.us

Virginia

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

Washington

Washington Higher Education Coordinating Board
917 Lakeridge Way SW
Olympia, WA 98502
Website: www.wsac.wa.gov
Phone: (360) 753-7800
Email: info@wsac.wa.gov

West Virginia

West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301-2800
Website: wvhepc.com
Phone: (304) 558-4016
Fax: (304) 558-5719

Wisconsin

Wisconsin Educational Approval Board
201 W. Washington Avenue, 3rd Floor
Madison, WI 53708-8696
Website: eab.state.wi.us/
Phone: (608) 266-1996
Fax: (608) 264-8477
Email: eabmail@eab.wisconsin.gov

Wyoming

Wyoming Department of Education
Cheyenne Office:
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
Phone: (307) 777-7690
Fax: (307) 777-6234

Riverton Office:
320 West Main
Riverton, WY 82501
Phone: (307) 857-9250
Fax: (307) 857-9256
Website: edu.wyoming.gov/

Accrediting Agency

In the event a student wishes to bring a complaint to the attention of the Higher Learning Commission, the student may contact the Commission at the address listed below.
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
(800) 621-7440
Website: www.hlcommission.org

STUDENT CONCERNS - MISSOURI STUDENTS

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy is available at https://dhewd.mo.gov/policies/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf. This website contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

SUBSTITUTION OF INSTRUCTORS

National American University reserves the right to substitute the instructor of a class without notice.

TITLE IX: SEX DISCRIMINATION AND SEXUAL MISCONDUCT

National American University's Title IX coordinator is responsible for overseeing all reports of sexual assault, and complaints of sexual harassment and discrimination, including those involving pregnant and parenting students. The contact information for the university's Title IX coordinator is:

Ruta Tekle
Title IX Coordinator
5301 Mount Rushmore Rd.
Rapid City, SD 57701
605-809-8511
rtekle@national.edu

National American University's Sexual Misconduct Policy
http://www.national.edu/sexual-complaint-reporting/

Sexual Assault Reporting

If a student has been sexually assaulted, the student should immediately call 911 or local law enforcement. In addition, the student should promptly report the incident to the university's Title IX coordinator in accordance with the university's Sexual Misconduct Policy.

Sexual Harassment and Discrimination Reporting

Students who have experienced sexual harassment or discrimination should immediately contact the university's Title IX coordinator in accordance with the university's Sexual Misconduct Policy.

Pregnant and Parenting Students

Under the U.S. Department of Education's (ED's) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the ED, pregnant and parenting students must be provided with reasonable accommodations to maintain and continue their academic pursuits.

Upon student disclosure to a university representative of a pregnancy or pregnancy-related condition, including but not limited to pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from these conditions, pregnant and parenting students will be given an opportunity to submit course work with penalty-free extended deadlines, make up missed course work wherever possible, complete alternate assignments where appropriate, and be eligible for an incomplete grade if needed. It is not necessary for the student to provide supporting documentation for the pregnancy or pregnancy-related condition.

Title IX accommodations are retroactive to the time when the pregnancy or pregnancy-related condition began, but only apply to unsubmitted course work; that is, students cannot resubmit course work for the purpose of seeking a higher grade, though all late penalties applied to course work previously submitted after the pregnancy or pregnancy-related condition began must be removed. Students with parenting responsibilities because of the birth of a child may request Title IX accommodations for up to one year from the time the child entered the parenting student's home. Extensions may be granted when additional time is required due to medical necessity or extraordinary parenting responsibilities.

Students should work directly with their course instructor to obtain Title IX accommodations and should communicate with instructor when any late course work is ready to be graded. If for any reason a pregnant or parenting student is unable to work with their course instructor to obtain the Title IX accommodations described above, then the student should immediately contact the university's Title IX coordinator for assistance.

External Resources

Sexual Assault Hotlines

National Sexual Assault Hotline
https://www.rainn.org/get-help/national-sexual-assault-hotline

Department of Defense Safe Helpline (Military Students)
https://www.safehelpline.org/

Counseling Services

Student Assistance Counseling Program
mycampus.national.edu.

Local Resources*

http://www.justice.gov/ovw/local-resources

*Additional resources may be available in the local community. Please contact the Title IX coordinator for additional resources.

External Complaint Filing

Office of Civil Rights
https://www.notalone.gov/students/#how-do-i-file-a-complaint-about-my-school-and-then-what-happens

USERVICES

For additional information not found at OneStop, the Uservices team is available via phone (1-800-548-0602) or email (uservices@national.edu) to assist.

VIOLENCE AND WEAPONS POLICY

Unless otherwise prescribed by applicable law, possession or use of handguns or other weapons while on university premises is strictly prohibited. This prohibition applies to all employees, independent contractors, temporary employees, visitors and students, including those who have a valid permit to carry a concealed weapon. University employees, independent contractors, and temporary employees also are prohibited from possessing or using handguns or other weapons while operating a university vehicle or while engaging in university business off-premises, except in the individual's own home. This weapons prohibition does not apply to authorized security or law enforcement personnel.

If you are aware that a co-worker, visitor, student or other individual possesses a handgun or other weapon while on university premises or while engaged in university business off premises, you should immediately report the conduct at issue to university personnel.

Violence or threats of violence are strictly prohibited on university premises and in any university-related off-premises event. If you become aware of a threat of violence or other harm to university-related persons or property, you should take the following action, even if you think the threat may be only a joke:

1. Obtain emergency assistance in any situation that you feel is an emergency;
2. Take immediate action to protect yourself and others from harm where you can do so safely; and
3. Advise university personnel of the situation.

Any violation of this policy by students at the university will result in disciplinary action, up to and including permanent dismissal from the university.

TUITION, FEES, WITHDRAWALS, AND REFUNDS

TUITION

All tuition and fees are subject to change by notification from the university. Information about tuition and fees is available at www.national.edu/tuition-fees/.

Tuition and fees are due on the first day of each term, unless advance arrangements are made. Students may qualify for short-term financial assistance to complete their registration.

Any balance not paid in full within 30 days after a student's last date of attendance may be subject to collection and the university shall be entitled to all remedies allowed by law. The university reserves the right to report all unpaid balances to the credit bureau.

FEES

Student Accident and Sickness Insurance Plan (optional) (Inquire for available options.)

Matriculation Fee (paid once) - $75

Portfolio Fee (per credit hour) - $50

Technology Fee - $20 per credit hour (only charged for particular special billing methods and Canada online undergraduate general rate)

Tuition does not include the cost of books and supplies.

WITHDRAWAL AND REFUND POLICY

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 are posted in the academic calendar.

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

Withdrawals and Refunds

Students should give written notice of withdrawal to the university registrar or the success coach 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 who have attended past the first 60 percent of the scheduled term, as published in the academic calendar, will not be dropped for non-attendance. The final grade of each student who completes more than 60 percent of the term is assigned by the instructor based upon coursework submitted during the term.

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 in the term for which the student is registered, from the first scheduled day of the term through the last scheduled day of the term for the student.

The return of Title IV funds, VA Education, and Military Tuition Assistance (TA) benefits, 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 NAU applies to all students in all academic programs and all student categories except as modified by separate agreement.

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.

VA Education and Military Tuition Assistance (TA) benefits will be prorated according to the specifics of the programs**.

Students who completely withdraw from NAU 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:

Last Day of Attendance	**Percent of Reduction**
Withdrawal prior to the first day of classes	100%

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

* Percent of term completed = Number of days from scheduled start of term through student's last day of attendance ÷ Number of days in scheduled term

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

Return of Unearned **Military Tuition Assistance (based on an 11-week quarter)

Days earned	% Returned
1-7 days	100.00%
Day 8	89.62%
Day 9	88.32%
Day 10	87.02%
Day 11	85.72%
Day 12	84.42%
Day 13	83.12%
Day 14	81.82%
Day 15	80.52%
Day 16	79.23%
Day 17	77.93%
Day 18	76.63%
Day 19	75.33%
Day 20	74.03%
Day 21	72.73%
Day 22	71.42%
Day 23	70.13%
Day 24	68.84%
Day 25	67.54%
Day 26	66.24%
Day 27	64.94%
Day 28	63.64%
Day 29	62.34%
Day 30	61.04%
Day 31	59.75%
Day 32	58.45%
Day 33	57.15%
Day 34	55.85%
Day 35	54.55%
Day 36	53.25%
Day 37	51.95%
Day 38	50.65%
Day 39	49.36%
Day 40	48.06%
Day 41	46.76%
Day 42	45.46%
Day 43	44.16%
Day 44	42.86%
Day 45	41.56%
Day 46	40.26%
Day 47 thru 77	0% refund

Administrative Fee

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

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

CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol

Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

IOWA REFUND POLICY

Additional information for Iowa students (Iowa Code Section 714.23)

The university shall make a pro rata refund of tuition charges to an Iowa resident student who terminates from any of the university's postsecondary educational programs in an amount that is not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.

If a terminating student has completed sixty percent or more of a school period, the university is not required to refund tuition charges to the student. However, if, at any time, a student terminates a postsecondary educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

If the university's cohort default rate for students under the Stafford loan program as reported by the United States department of education for the most recent federal fiscal year is more than one hundred ten percent of the national average cohort default rate of all schools for the same federal fiscal year or six percent, whichever is higher, then the university shall provide to a terminating student a refund of tuition charges in an amount that is not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

A refund of tuition charges shall be provided to the student within forty-five days following the date of the university's determination that a student has terminated from a postsecondary educational program. A student who terminates a postsecondary educational program shall not be charged any fee or other monetary penalty for terminating the postsecondary educational program, other than a reduction in tuition refund as specified in this section.

REFUND DISTRIBUTION POLICY

When a student withdraws, any Return of Title IV funds will be distributed in the following order:

Unsubsidized Direct Stafford Loan
Subsidized Direct Stafford Loan
Perkins Loan
Direct PLUS
Pell Grant
Federal SEOG
Any Other Title IV Program

FINANCIAL AID PROGRAMS

NAU recognizes that many students would be unable to pursue their educational goals without financial assistance. Students may be eligible for financial aid in the form of grants, scholarships, and low-interest loan programs through federal, state and local sources.

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 2020-21 award year ranges from $639 to $6,345.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (FSEOG)

The FSEOG program is designed to assist undergraduate students with an exceptional financial need. First priority is given to Federal Pell Grant recipients. National American University FSEOG awards range from $750 to $1000 per quarter. Amounts are limited, and early application is important.

FEDERAL STUDENT LOAN PROGRAMS

Loans made through these programs are referred to as Direct Student Loans. The federal government provides funds and guarantees these student loans. Direct Student Loans include subsidized and unsubsidized Stafford Loans, and Parent Loans for Undergraduate Students (PLUS). Students and parents repay these loans to the servicer assigned by the federal government.

DIRECT STUDENT LOANS

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

There are two types of Direct Student Loans: Direct Subsidized and Unsubsidized. You must have financial need to receive a Direct Subsidized Loan. Financial need is not a requirement to obtain a Direct Unsubsidized Loan. The U.S. Department of Education will pay the interest that accrues on Direct Subsidized Loans while the student is in school at least half time and during times of authorized deferment.

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

Academic Level	Dependent Limits		Independent Limits	
	Sub	Unsub	Sub	Unsub
1st year	$3,500	$2,000	$3,500	$6,000
2nd year	$4,500	$2,000	$4,500	$6,000
3rd and up	$5,500	$2,000	$5,500	$7,000
Master's and Doctoral	N/A	N/A	N/A	$20,500
Aggregate Undergraduate (Subsidized Loan Included)	$31,000 (no more than $23,000 may be Subsidized)		$57,500 (no more than $23,000 may be Subsidized)	
Aggregate Master's and Doctoral (Subsidized and Undergraduate Loan Included)	N/A	N/A	$138,500 (no more than $65,500 may be Subsidized)	

DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

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

For information about federal student aid from the U.S. Department of Education, visit www.studentaid.ed.gov.

SCHOLARSHIPS

The following sites are free scholarship searches:

- www.fastweb.com
- www.scholarships.com
- www.bigfuture.collegeboard.org/pay-for-college
- www.scholarshipexperts.com

- https://studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships
- http://careerinfonet.org/scholarshipsearch/ScholarshipCategory.asp?searchtype=category&nodeid=22
- https://www.scholarships.com/scholarship-search.aspx
- https://www.unigo.com/scholarships#/fromscholarshipexperts

Additional scholarship information, and how to apply for scholarships, can be found at https://www.national.edu/scholarship-opportunities/.

Other State and Federal Programs

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

VETERAN FINANCIAL ASSISTANCE

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

Notice to Military Service Members, Veterans, and Dependents using VA Benefits: Some VA educational programs limit the total amount of financial benefits a student may apply toward tuition, which may include cash, scholarships, and other forms of financial aid. Students using VA Chapter 31 and 33 must provide NAU with a copy of their Certificate of Eligibility (COE) as confirmation of approved benefits. Consistent with 38 US Code § 3679(e), National American University (NAU) shall permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to NAU a certificate of entitlement to educational assistance under chapter 31 or 33 of US Code Title 38 and ending on the earlier of the following dates:

- The date on which the Secretary provides payment for such course of education to NAU; or
- The date that is 90 days after the date on which NAU certifies for tuition and fees following receipt from the student such certificate of eligibility.

For purposes of this policy, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of US Code Title 38.

NAU will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of US Code Title 38.

NAU does reserve the right to unregister any student who does not provide a copy of their Certification of Eligibility during the add/drop period for the quarter in which is being reviewed. For more information please contact military@national.edu or call (877) 500-1310.

NAU is approved for veteran's training and for administering the various educational programs sponsored by state and federal agencies. Military rates are provided for qualified doctoral students.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

CUMULATIVE GRADE POINT AVERAGE

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

COMPLETION RATE

- In addition to maintaining a minimum CGPA, a student must successfully complete a required percentage of all credit hours attempted, according to the student's total credit hours attempted, as calculated in the Satisfactory Academic Progress Tables in this policy, including those credits in remedial and English as a Second Language (ESL) courses.
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating completion rate.

UNDERGRADUATE

- The grades of A, B, C, D and S indicate successful course completion for purposes of this policy.
- The grades of F, I, W and U indicate a lack of successful course completion.

MAXIMUM TIME FRAME

- A student must complete his/her academic program within a maximum of 150 percent of the published length of the education program as measured in credit hours. For example, a student completing a degree requiring 100 credit hours may attempt 150 credit hours to complete that degree. (100 x 1.5 = 150)
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating maximum time frame.
- Once a student reaches maximum time frame or it is determined to be mathematically impossible for the student to complete his/her academic program within the maximum time frame, the student is no longer eligible for federal financial aid. The student may continue to attend National American University but must fund his/her education without federal financial aid.
- Maximum time frame does not affect eligibility for veteran's educational benefits.

SATISFACTORY ACADEMIC PROGRESS STATUS

The satisfactory academic progress (SAP) of each student is evaluated for the purpose of determining federal financial aid eligibility and veteran's educational benefits eligibility and to determine continued enrollment. The Satisfactory Academic Progress Committee evaluates SAP at the end of each academic term. Students who have received an incomplete grade will be evaluated for SAP after expiration of the incomplete grade period and the determination of a final grade.

GOOD STANDING STATUS

A student is in good standing status if the student has: (1) successfully completed the required percentage of the credit hours attempted; (2) maintained at least the minimum CGPA; and (3) not exceeded the maximum time frame.

WARNING STATUS

A student will be placed in warning status if the student fails to maintain the minimum CGPA requirement or fails to successfully complete the required percentage of the credit hours attempted. A student in warning status may continue to attend classes but must return to good standing status in one term. A student who does not return to good standing status within one term will be placed in

suspension status. Federal financial aid and veteran's educational benefits are available to eligible students in warning status.

SUSPENSION STATUS

A student in warning status who does not return to good standing status after one term will be placed in suspension status. A student in suspension status is not eligible to receive federal financial aid or veteran's educational benefits, but may continue to attend classes if the student makes other payment arrangements. This status continues during periods of non-enrollment.

A student may appeal suspension status by submitting an Appeal of Academic Suspension form, documentation of the extenuating circumstance and documentation of circumstance resolution no later than the stated deadline before the start of the term for which the student wishes to enroll. A student may not use the same extenuating circumstances for multiple appeals. As of January 1, 2020, any active student who is placed in academic suspension status for the first time may appeal his/her suspension no more than two times. If the student's appeal is successful, the student is placed on probation status, which may last one term or multiple terms.

PROBATION STATUS

A student in probation status has been granted such status by the SAP Committee in accordance with the section below entitled Re-Establishing Federal Financial Aid Eligibility.

Federal financial aid and veteran's educational benefits are available to eligible students in probation status for one term, or longer, if the student meets the terms of an academic plan approved by the SAP Committee.

A student in probation status must have an academic plan with benchmarks approved by the SAP Committee.

- If the student meets the conditions of the academic plan but has not returned to good standing, the student remains in probation status.
- If the student meets the conditions of the academic plan and has not returned to good standing, but the academic plan has expired:
  - The student must submit a letter to the SAP Committee requesting a revised academic plan and the reasons for such request;
  - The SAP Committee may allow the student to continue in probation status with a revised academic plan with an extended end term.
- If the student fails to meet the conditions of the academic plan, but successfully completed all courses for the term AND showed significant improvement in GPA:
  - The student must submit a letter to the SAP Committee requesting a revised academic plan and the reasons for such request;
  - The SAP Committee may allow the student to continue in probation status with a revised academic plan with the same plan end term as the current academic plan OR allow the student to continue in probation status with a revised academic plan with an extended end term. (A student's academic plan may be revised only once until returning to good standing).
- If the student fails to return to good standing, fails to meet the conditions of the academic plan, did not successfully complete all courses for the term AND/OR shows no significant improvement, the student will be returned to suspension status and not eligible to receive federal financial aid.

NOTIFICATION OF CHANGE IN SAP STATUS

Students who have been placed on or removed from academic warning status, probation status, suspension status, or who have exceeded the maximum time frame, will be notified by email stating their academic status and their federal financial aid eligibility status.

Limited exceptions to the Satisfactory Academic Progress Policy may be approved by the provost on a student-by-student basis.

RE-ESTABLISHING FEDERAL FINANCIAL AID ELIGIBILITY

A student in suspension status may re-establish eligibility for federal financial aid and veteran's educational benefits if:

- The student continues to attend classes and improves his/her CGPA and/or completion rate to minimum standards without using federal financial aid and veteran's educational benefits, or
- The student appeals his/her suspension status and (1) demonstrates to the satisfaction of the SAP Committee that the student failed to make satisfactory academic progress because of extenuating circumstances, such as the death of a relative, serious injury or illness of the student, or other special circumstances as defined by the university; (2) explains what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation; and (3) develops and submits an academic plan in consultation with the student's academic support team.

A student who has exceeded maximum time frame for their program cannot re-establish eligibility for federal financial aid.

REFERENCES

34 CFR 668.16(e)
34 CFR 668.32(f)
34 CFR 668.34
2019-2020 FSA Handbook

SATISFACTORY ACADEMIC PROGRESS TABLES

Undergraduate Certificates

Minimum Cumulative Grade Point Average (CGPA)		**Completion Rate**	
Credits Attempted	***Minimum CGPA***	***Credits Attempted***	***Completion Rate***
0 - 9	1.5	0 - 9	50%
9.1 - 18	1.75	9.1- 18	66.67%
18.1 +	2.0	18.1 +	66.67%

Undergraduate Diplomas

Minimum Cumulative Grade Point Average (CGPA)		**Completion Rate**	
Credits Attempted	***Minimum CGPA***	***Credits Attempted***	***Completion Rate***
0 - 18.5	1.5	0 - 40	50%
19.1 - 45.5	1.7	40.1 +	66.67%
46 - 71.5	1.9		
72 +	2.0		

Undergraduate Associates and Bachelor's Degrees

Minimum Cumulative Grade Point Average (CGPA)		**Completion Rate**	
Credits Attempted	***Minimum CGPA***	***Credits Attempted***	***Completion Rate***
0 - 18.5	1.5	0-40	50%
19.1 - 49.5	1.7	40.1 +	66.67%
50 - 79.5	1.9		
80 +	2.0		

ACADEMIC PROGRAMS

Undergraduate Student Core Abilities

Student core abilities are the intrinsic intellectual skill sets that all students will have successfully demonstrated upon completion of any of NAU's degree programs. These fundamental competencies are the underlying basis of all course, program, and institutional learning goals and outcomes. These competencies exhibit themselves in intentional variations in different colleges and schools.

1. Critical Thinking and Problem Solving is the process of actively and skillfully gathering, organizing, and analyzing information to propose solutions and evaluate their effectiveness.
2. Professional Competence is a combination of knowledge and capabilities that allow the performance of a profession according to the standards of practice for the chosen field.
3. Collaboration and Communication is the ability to interact with others to create relationships, partnerships, and professional networks, utilizing the exchange of information through speaking, writing, visual, and other appropriate modes of expression.
4. Personal and Social Responsibility is the development of a strong work ethic, personal integrity, and competence in ethical and moral reasoning, as well as the ability to consider the viewpoints of others, and the responsibility to contribute to one's wider community.

GENERAL EDUCATION

General Education Core Curriculum

Mission and Philosophy

The mission of the General Education Core Curriculum (GECC) at NAU is to instill in NAU 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 Learning Outcomes

Graduates completing the General Education Core Curriculum at NAU will:

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

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

General Education Core

Associate of Applied Science General Education Core Curriculum

Communications (13.5 credits)

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

Science (4.5 credits)

Mathematics (4.5 credits)

Humanities/Behavioral/Social Science (4.5 credits)

General Education (12 credits)

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

Total Credits – 39

Bachelor of Science General Education Core Curriculum

Communications (18 credits)

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

EN3050	Technical Communications	4.5

Science (9 credits)

Mathematics (9 credits)

MA2050	College Algebra	4.5
MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

Humanities (9 credits)

Behavioral/Social Science (9 credits)

General Education (12 credits)

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Total Credits – 66

COLLEGE OF BUSINESS, TECHNOLOGY, AND HEALTH MANAGEMENT

Accounting, AAS

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, or tax specialist.

Students with a career interest in becoming a CPA should consult with their success coach or the dean of the college to understand the specific State Board of Accountancy requirements to sit for the CPA exam.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply generally accepted accounting principles to routine financial accounting activities.
- Update and maintain accounting records to ensure accurate financial reporting.
- Use current technology and computer applications in support of business.
- Demonstrate effective communication skills.

Accounting: Associate of Applied Science Degree Requirements

90 Credits

Accounting Major Core (33)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
AC2050	Accounting Software Applications	4.5
AC3050	Intermediate Accounting I	4.5
AC3100	Intermediate Accounting II	4.5
AC3150	Intermediate Accounting III	4.5
AC3170	Accounting Topics and Issues	1.5

Support Core (13.5)

FN3000	Business Finance I	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5

Business/Accounting/CI Electives (4.5)

Business electives include EC, FN, LA, MG, MT, OL, or OM courses.

General Education Core (39)

Communication

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

Science

SC	Science Elective	4.5

Mathematics

MA1500	Intermediate Algebra	4.5
	OR	
MA2050	College Algebra	4.5

Humanities/Behavioral/Social Science

	Humanities/Behavioral/Social Science Elective	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

Note: Students with a career interest in becoming a CPA should consult with their advisor or the dean to understand the specific State Board of Accountancy requirements to sit for the CPA exam.

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

Accounting, BS

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

Students with a career interest in becoming a CPA should consult with their success coach or the dean of the college to understand the specific State Board of Accountancy requirements to sit for the CPA exam.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the principal concepts, theories, practices, and interrelationships among the functional areas of business.
- Apply generally accepted accounting principles, managerial/cost accounting principles, auditing standards, and taxation practices.
- Apply concepts and principles related to the international dimensions of business and accounting.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Adhere to ethical guidelines governing the conduct of accountants.
- Analyze practical accounting problems and financial statements using critical thinking skills.

Accounting: Bachelor of Science Degree Requirements

180 Credits

Accounting Major Core (54)

AC3050	Intermediate Accounting I	4.5
AC3100	Intermediate Accounting II	4.5
AC3150	Intermediate Accounting III	4.5
AC3200	Cost Accounting	4.5
AC3400	Federal Income Tax I	4.5
AC3450	Federal Income Tax II	4.5
AC3560	Accounting Information Systems	4.5
AC3565	Accounting for Governmental Entities	4.5
AC4050	Advanced Accounting I	4.5
AC4200	Auditing I	4.5
AC4250	Auditing II	4.5
AC4291	Accounting Case Analysis	4.5

AC4291: Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

Support Core (51)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
	OR	
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law I	4.5
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5

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

Open Elective (9)

General Education Core (66)

(Available for block transfer)

Communication

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communication

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

Mathematics

MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

Note: Students with a career interest in becoming a CPA should consult with their advisor or the dean to understand the specific State Board of Accountancy requirements to sit for the CPA exam.

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

Business

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

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

Courses focus on managing the interactions that occur between business functions when defining and solving real-world business problems. The curriculum is designed to emphasize performance-based active learning, and to make the course work directly relevant to the day-to-day challenges of working professionals. Students also have the option to select the following emphasis areas if they choose: accounting, entrepreneurship, financial management, human resource management, management information systems, marketing, supply chain management, or tourism and hospitality management. The management degree program is distinct from the business administration degrees because it allows students to transfer credits from prior vocational, technical, specialty, or military education. Graduates from this program will find many career opportunities for advancement in business management areas, as well as management opportunities associated with their specialty field.

National American University has been providing quality business education for over 75 years.

Aviation Management, BS

The Bachelor of Science Degree in Aviation Management integrates management and fundamental business principles into the aviation industry. Students will take courses such as Introduction to Business, Business Statistics, Management Across Cultures, Aviation Law, and Aviation Marketing Management. The university promotes critical thinking, problem solving, and professional competence.

Please Note: Prior to enrollment, verification that the individual has completed a professional pilot training program, or that the individual can demonstrate completion of prior education/training in an approved, aviation sub-specialty must occur and is a program enrollment requirement. Examples of aviation sub-specialties may include FAA Certifications in Power Plant and Airframe, Avionics; and military training in aviation.

This degree will prepare graduates for a career in the aviation field related to management for airlines, aerospace/aviation companies, and state, local, and federal government agencies.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods pertinent to the field of aviation management.
- Demonstrate critical thinking skills and problem-solving skills by analyzing issues and challenges that aviation managers are likely to face and recommend solutions.
- Demonstrate the knowledge and skills necessary for professional practice.

Aviation Management: Bachelor of Science Requirements

180 Credits

Aviation Management Major Core (45)

AM3000	Air Carrier Operations	4.5
AM3005	Aviation Marketing Management	4.5
AM3010	Aviation Law	4.5
AM3015	Aviation Safety Programs	4.5
AM4000	Crew Resource Management I	4.5
AM4005	Crew Resource Management II	4.5
AM4010	Air Transportation System	4.5
AM4015	Airport Security	4.5

AM4020	Airport Planning	4.5
AM4040	Aviation Capstone Course	4.5

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

Aviation Management Support Core (18)

AC2760	Financial Accounting for Managers	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT4300	Management Across Cultures	4.5

Aviation Management Technical Specialty Core (51)

Consists of professional pilot training or another approved aviation sub-specialty. (If less than 51 credits are awarded for specialty core courses, open elective courses may be taken to make up the difference.)

Open Electives (9)

3000+	Elective	9

General Education Core (57)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Elective	4.5

Humanities

HU2000	Critical Thinking and Problem Solving	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	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

Behavioral/Social Science

EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5

General Education

CS2080	Career Management	3

Prerequisite Course (if applicable)

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
EN1000	College Writing	4.5

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.)

Business Administration, AAS

The business administration associate degree program is designed to convey to students a 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 accounting, entrepreneurship, financial management, human resource management, marketing, management, management information systems, supply chain management, or tourism and hospitality management.

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.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Explain the major concepts in finance, accounting, economics, marketing, and management.
- Use current technology and computer applications in support of business.
- Demonstrate effective communication skills.

Business Administration: Associate of Applied Science Requirements

90 Credits

Business Administration Major Core (42)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG3000	Marketing	4.5

MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT3550	Entrepreneurship and Small Business	4.5
MT3653	Business Administration Capstone	1.5

Business Electives (9)

(Business electives include AC, EC, FN, LA, MG, MT, OL, or OM courses.)

General Education Core (39)

Communications

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

Science

SC	Science Elective	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities/Behavioral/Social Science

HU2000	Critical Thinking and Problem Solving	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success! OR	5
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Business Administration, BS

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.

Course availability is subject to minimum class size requirements.

Specialties

The Bachelor of Science degree in Business Administration also offers specialties in Accounting; Entrepreneurship; Financial Management; International Business; Management; Marketing; MIS; Supply Chain Management; Tourism and Hospitality Management; Organizational Culture, Change, and Conflict; and Security Management. A specialty is a grouping of electives that focus on particular interests and career paths.

Specialty in Accounting

- AC3050 Intermediate Accounting I
- AC3100 Intermediate Accounting II
- AC3150 Intermediate Accounting III
- AC3400 Federal Income Tax I
- AC3450 Federal Income Tax II
- AC3560 Accounting Information Systems

Specialty in Entrepreneurship

- MT3550 Entrepreneurship and Small Business
- MT3600 Strategic Entrepreneurship
- MT3650 Business Plan Development
- MT4140 Innovation, Creativity, & New Product Development
- MT4240 International Entrepreneurship

Specialty in Financial Management (Students choose five courses from the list below; **the two courses in bold type – FN3010 and FN4500 – are required**.)

- **FN3010 Business Finance II**
- FN3050 Investments and Portfolio Management
- FN3060 Corporate Investment Decisions
- FN3100 Risk Management and Insurance
- FN3200 Financial Statement Analysis
- FN3600 International Financial Management
- FN4055 Financial Institutions and Markets
- **FN4500 Financial Case Analysis**
- FN4800 Finance Internship

Specialty in International Business

- EC3100 International Economics
- FN3600 International Financial Management
- MG3300 International Marketing
- MT3000 International Business
- MT3200 International Management

Specialty in Management

- MT3230 Employment Law
- MT4300 Management Across Cultures
- MT3000+ Management Elective (4.5 credits)
- MT3000+ Management Elective (4.5 credits)
- MT3000+ Management Elective (4.5 credits)

Specialty in Marketing

- MG3050 Marketing Management
- MG3350 Social Media Marketing
- MG3500 Consumer Behavior
- MG4150 Marketing Research
- MG3000+ Marketing Elective (4.5 credits)

Specialty in MIS (Students choose six courses from the list below; the five courses in bold type – CI1320, CI1420, CI2011, CI4220, and CI4221 – are required.)

- CI1320 Computer Concepts
- CI1420 Principles of Programming
- CI2011 Introduction to Database
- CI2040 C# Programming
- CI2211 Internetworking Fundamentals
- CI3010 Website and Web App Design
- CI3091 Database Design and Management
- CI4220 Project Management
- CI4221 Systems Analysis and Design

Specialty in Supply Chain Management

- OM3025D Logistics and Transportation Management
- OM3050D Purchasing and Supply Chain Management
- OM3200D Marketing and Distribution Channels
- OM3400D Manufacturing Planning and Control
- OM4100D Quality Management in the Supply Chain
- OM4500D Strategic Supply Chain Management

Specialty in Tourism and Hospitality Management

- TM3000 Introduction to Tourism and Hospitality
- TM3100 Event and Convention Management
- TM3300 Destination Tourism
- TM3400 Food Service and Lodging Management
- TM4300 Tourism and Hospitality Marketing
- TM4500 Tourism and Hospitality Management Internship

Specialty in Organizational Culture, Change, and Conflict

- OL4100 Organizational Culture and Leadership
- OL4300 Organizational Development and Change
- PRO380 Conflict Resolution

Specialty in Security Management

- PRO380 Conflict Resolution
- PRO405 Consequence Management
- SEC366 Managing the Security Organization

Program Learning Outcomes

Graduates of the program will:

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science Requirements

180 Credits

Business Administration Major Core (64.5)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN6350	Financial Management	4.5
	OR	
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT3050	Human Resource Management	4.5
MT3500/ CI 3510	Managing Information Systems	4.5
MT6255	Introduction to Leadership and Quality	4.5
	OR	
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

MG6500DC, MT6255DC: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

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

Business Option Core (27)

Courses must be coded AC, EC, FN, LA, MG, MT, OL or OM courses.

3000+	Elective	27

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

Open Electives (22.5)

General Education Core (66)

(Available for block transfer)

Communications		
EN1150	Composition I	4.5
Science		
SC	Science Electives	9
Humanities		
HU2000	Critical Thinking and Problem Solving	4.5
HU	Humanities Elective	4.5
Behavioral/Social Science		
	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications		
EN1300	Composition II	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5
Mathematics		
MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5
General Education		
CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Business Logistics, AAS

The logistics segment of the business supply chain works to promote the efficient and effective flow of goods, services, and information in order to meet customer requirements. Logistics activities typically include transportation management, warehousing, materials handling, order fulfillment, and inventory management.

The Associate of Applied Science in Business Logistics program is designed to meet the needs of those who are interested in pursuing a career in the logistics field. Students will learn how business organizations can achieve competitive advantage by developing and maintaining efficient and effective operations across their buying, shipping, and receiving channels. Graduates of logistics programs are increasingly sought for their knowledge and skills in this specialized field of business that is projected to continue its expansion and growth.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the introductory concepts, basic theories, and fundamental practices in the principal functional areas of business.
- Use current technology and computer applications in support of business.
- Demonstrate effective communication skills.
- Apply introductory concepts and theories in business logistics.

Business Logistics: Associate of Applied Science Requirements

93 Credits

Business Logistics Major Core (54)		
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
EC2050	Macroeconomics	4.5
	OR	
EC2100	Microeconomics	4.5
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
OM1000D	Introduction to Business Logistics	4.5
OM2300D	Demand Forecasting and Inventory Management	4.5
OM3000	Operations Management	4.5
OM3025D	Logistics and Transportation Management	4.5
OM3050D	Purchasing and Supply Chain Management	4.5
OM3100D	Business Logistics Internship	4.5
	OR	
OM3150D	Business Logistics Projects	4.5

General Education Core (39)

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

	Communication	

Science

SC	Science Elective	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities/Behavioral/Social Science

HU2000	Critical Thinking and Problem Solving	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Construction Management BS

The Bachelor of Science degree in Construction Management helps students build knowledge in the diverse aspects of residential and commercial construction projects. Students will develop deep insight on how to effectively manage and supervise projects, including key aspects like planning, controlling, scheduling, and monitoring the various phases. Coursework includes construction management fundamentals, safety, equipment operations, construction materials and handling, building codes, planning and scheduling, green building trends, technology, cost control, and construction law.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods pertinent to the construction management field.
- Demonstrate problem-solving skills by analyzing challenges and issues that construction management professional are likely to encounter and recommend appropriate courses of action.
- Communicate effectively and in a professional manner.

Construction Management: Bachelor of Science Requirements

180 Credits

Construction Management Major Core (73.5)

CM1100	Introduction to Construction Management	4.5
CM2100	Construction Materials and Methods I	4.5
CM2200	Construction Materials and Methods II	4.5
CM2300	Construction Documents and Graphics	4.5
CM2400	Building Codes and Inspection	4.5
CM2500	Construction Estimating I	4.5
CM2600	Construction Planning and Scheduling	4.5
CM3100	Construction Safety	4.5
CM3200	Construction Laws and Contracts	4.5
CM3300	Mechanical and Electrical Systems	4.5
CM3400	Construction Estimating II	4.5
CM3500	Productivity and Cost Control	4.5
CM4100	Construction Equipment Operations	4.5
CM4200	Advanced Construction Graphics	4.5
CM4300	Green Building Trends and Technology	4.5
CM4400	Construction Project Management and Administration	4.5
CM4500	Construction Management Capstone	1.5

CM4500: Capstone Course - Minimum "C" grade required.

Support Core (27)

AC2760	Financial Accounting for Managers	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6255	Introduction to Leadership and Quality	4.5
	OR	
MT3000+	Elective	4.5
MT3050	Human Resource Management	4.5
MT4300	Management Across Cultures	4.5

MT6255DC: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

Open Electives (13.5)

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

HU2000	Critical Thinking and Problem Solving	4.5
HU	Humanities Elective	4.5

Behavioral/Social Science

EC2050	Macroeconomics	4.5
	OR	
EC2100	Microeconomics	4.5
	Behavioral/Social Science Elective	4.5

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success! OR	5
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Healthcare Coding: Diploma

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

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

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Assign ICD and CPT codes on inpatient and outpatient records.
- Collect, analyze, and maintain health record content in paper or electronic mediums.
- Apply healthcare billing and reimbursement processes for inpatient and outpatient encounters.
- Create a professional development plan to achieve and maintain certification.

Healthcare Coding: Diploma Requirements

63 Credits

Healthcare Coding Major Core (30)

HT1000D	Introduction to Health Information Management and Health Care	4
HT2117D	ICD Coding and Pathophysiology I with Lab	6
HT2127D	ICD Coding and Pathophysiology II with Lab	6
HT2130D	Current Procedural Terminology Coding with Lab	3
HT2135D	Advanced Coding With Lab	3
HT2230D	Healthcare Reimbursement	3
HT2300D	Healthcare Coding Practicum	3
ME1140	Medical Terminology for Health Professions	2

HT1000D, HT2117D, HT2127D, HT2130D, HT2135D, HT2230D, ME 1140: Professional course (minimum "C" grade required)

General Education Core (33)

Communications

EN1150	Composition I	4.5

Science

SC1221	Essentials of Anatomy and Physiology with Lab	6
SC1224D	Advanced Essentials of Anatomy and Physiology with Lab	6

SC1221, SC1224D: Professional course (minimum "C" grade required)

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success! OR	5
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Healthcare Management, BS

The Bachelor of Science in Healthcare Management degree program is designed to help students develop the knowledge and skills needed to become effective managers and leaders within the healthcare industry. Students explore concepts and theories related to management and supervision, quality improvement, policy and ethics, law and the regulatory environment, financial management, and strategic planning and evaluation in health care. The program's performance-based curriculum provides a variety of opportunities to improve critical thinking, decision making, and communication skills through analysis of real-world healthcare issues.

In addition to the required core courses, this degree program offers two specialized options. The first option is available to students who have successfully completed approved healthcare diplomas or associate degrees and wish to transfer these credits into a bachelor's degree completion program. The second option is designed for students seeking business-related positions in healthcare institutions or agencies. Graduates can expect to find career opportunities in management positions within the diverse healthcare industry or within their own area of clinical/professional expertise.

Course availability is subject to minimum class size requirements

Program Learning Outcomes

Graduates of the program will:

- Apply management and leadership principles and concepts in healthcare organizations.
- Demonstrate effective communication and relationship management skills in healthcare organizations.
- Engage in ethical behavior and decision-making as a healthcare manager.
- Create plans for ongoing professional development and advancing the profession.

Healthcare Management: Bachelor of Science Requirements

180 Credits

Healthcare Management Major Core (49)

HA3010D	Introduction to U.S. Healthcare Delivery	4
HA3110D	Quality Improvement and Risk Management	4
HA3120D	Essentials of Managed Care	4
HA3220D	Health Information Systems	4
HA3300D	Healthcare Policy and Ethics	4
HA4050D	Healthcare Law	4
HA4070D	Regulatory Environment in Health Care	4
HA4110D	Healthcare Planning and Evaluation	4
HA4120D	Management of Continuum Care Services	4
HA4200D	Healthcare Financial Management	4
HA4300D	Healthcare Management and Supervision	4
HA4501D	Healthcare Management Action Research Project OR	5
HA4521D	Healthcare Management Capstone	5

HA3010D, HA3110D, HA3120D, HA3220D, HA3300D, HA4050D, HA4070D, HA4110D, HA4120D, HA4200D, HA4300D: Professional Course, minimum "C" grade required

HA4501D or HA4521D: Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

Support Core (18)

AC2760	Financial Accounting for Managers	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT3050	Human Resource Management	4.5

Option #1 (47)

Diploma or Associate Degree in Nursing or Allied Health Required

Allied Health Courses (42.5)

or business electives at the 3000+ level (AC, EC, FN, LA, MG, MT, OL, or OM courses)

6000DC+	Elective OR Electives	42.5

Open Elective (4.5)

6000DC+	Elective OR Elective	4.5

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

OR Option # 2 (47)

Required Support Courses (29)

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

EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
ME1140	Medical Terminology for Health Professions	2
6000DC+	Elective OR	4.5
3000+	Elective	4.5
3000+	Elective	4.5
3000+	Elective	4.5

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

Open Electives (18)

6000DC+	Elective OR Elective	18

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Humanities

HU2000	Critical Thinking and Problem Solving	4.5
HU	Humanities Elective	4.5

Behavioral/Social Science

PS2100	Human Relations	4.5
	Behavioral/Social Science Elective	4.5

Communications

EN1300	Composition II	4.5
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Science

SC	Science Electives	9

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics OR	4.5
MA3010	Statistics for Health Professions	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success! OR	5
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Healthcare Management: Bachelor of Science Requirements (Canada)

180 Credits

Canadian residents may choose to complete the BS Healthcare Management degree with courses that include a focus on Canadian healthcare systems. The following courses are substitutions in the degree: HA3530CA Intro to Epidemiology, HA4410CA Health and Healing, and HA4460CA Research Methodology.

Healthcare Management Major Core (49)

HA3500CA	Introduction to Healthcare Delivery	4
HA3510CA	Quality Improvement & Risk Management in Health Care	4
HA3520CA	Essentials of Managed Care	4
HA3530CA	Intro to Epidemiology	4
HA3540CA	Healthcare Policy and Ethics	4
HA4410CA	Health and Healing	4
HA4420CA	Management of Continuum Care	4
HA4460CA	Research Methodology	4
HA4470CA	Regulatory Environment in Health Care	4
HA4480CA	Healthcare Financial Management	4
HA4490CA	Healthcare Management & Supervision	4
HA4530CA	Healthcare Management Action Research Project OR	4
HA4540CA	Healthcare Management Capstone	4

HA3500CA, HA3510CA, HA3520CA, HA3530CA, HA3540CA, HA4410CA, HA4420CA, HA4460CA, HA4470CA, HA4480CA, HA44890CA: Professional Course, minimum "C" grade required

HA4530CA or HA4540CA: Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

Support Core (18)

AC2760	Financial Accounting for Managers	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MG6500	Marketing Administration OR	4.5
MG3000	Marketing	4.5

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

Option #1 (47)

Diploma or Associate Degree in Allied Health field required

Allied Health Courses (42.5)

MT6000DC+	Elective OR Elective	4.5
	Electives	38

Open Elective (4.5)

MT6000DC+	Elective OR Elective	4.5

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

OR Option # 2 (47)

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

Required Support Courses (29)

EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
ME1140	Medical Terminology for Health Professions	2
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT6000DC+	Elective	
	OR	
3000+	Elective	4.5
3000+	Elective	4.5
3000+	Elective	4.5

MT6300, MT6000DC+: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

Open Electives (18)

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

Communications

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

Science

SC	Science Electives	9

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5
	OR	
MA3010	Statistics for Health Professions	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Healthcare Management 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, AAS

This degree is designed for individuals who have previously earned a cosmetology, cosmetology instructor, esthetician, massage therapy, barbering, or nail tech license (or a combination thereof). A maximum of 61.5 quarter credit hours from a cosmetology, cosmetology instructor, esthetician, massage therapy license (or a combination thereof) 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.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Identify a variety of employment options in the health and beauty sector.
- Create a comprehensive health and beauty business plan.
- Demonstrate proficiency in written and oral communication skills.
- Design a plan for participating in professional activities and pursuing personal and professional development.

Health and Beauty Management: Associate of Applied Science Degree Requirements

90 Credits

Health and Beauty Management Major Core (6)

(Must be taken at NAU)

HB2100D	Mastering Cosmetology Business	6

Health and Beauty Vocational Core (45)

Open Electives (16.5)

General Education Core (22.5)

Communications

EN1150	Composition I	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5

Mathematics/Science

MA	Mathematics Elective	4.5
	OR	
SC	Science Elective	4.5

Humanities

HU	Humanities Elective	4.5

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

Students have up to three terms from the date of enrollment to present a copy/copies of their valid state license/s. Students holding a current state or national license or certification from an accredited cosmetology, cosmetology instructor, massage therapy, or esthetician program will receive transfer credits up to 75% of the degree based on the appropriate documentation and/or articulated program hours. Combinations of the specified licenses will also be accepted. Number of transfer credits awarded may vary based on state licensure and educational requirements.

If at least 45 credits are not awarded for such licenses, the student will fulfill the vocational core with recommended business electives (courses coded AC, EC, FN, MG, MT, OL, OM).

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

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

Health Information Technology, AAS

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

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 think critically 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 Associate of Applied Science Degree, Health Information Technology Program at National American University is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), www.cahiim.org.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

The graduates of the program will:

- Apply healthcare laws, regulations, accreditation, licensure, certification standards, and ethics in the health information technology profession.
- Collect, analyze, and maintain health record content in paper or electronic mediums.
- Assign ICD and CPT codes on inpatient and outpatient records.
- Apply healthcare billing and reimbursement processes for inpatient and outpatient encounters.
- Apply quality management, utilization management, risk management, and healthcare vital statistics in the health information technology profession.
- Create a professional development plan to achieve and maintain certification.

Health Information Technology: Associate of Applied Science Degree Requirements

99 Credits

Health Information Technology Major Core (48)

HT1000D	Introduction to Health Information Management and Health Care	4
HT2117D	ICD Coding and Pathophysiology I with Lab	6
HT2127D	ICD Coding and Pathophysiology II with Lab	6
HT2130D	Current Procedural Terminology Coding with Lab	3
HT2135D	Advanced Coding With Lab	3
HT2200D	Health Information Management	4

	Systems	
HT2210D	Healthcare Data Quality and Management	4
HT2230D	Healthcare Reimbursement	3
HT2240D	Health Information Management and Supervision	3
HT2250D	Medical Law and Ethics for Health Information Professionals	4
HT2500D	Health Information Technology Practicum	6
ME1140	Medical Terminology for Health Professions	2

HT1000D, HT2117D, HT2127D, HT2135D, HT2200D, HT2210D, HT2230D, HT2240D, HT2250D, HT2250D, ME1140: Professional course (Minimum "C" grade required)

General Education Core (51)

Communications

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

Science

SC1221	Essentials of Anatomy and Physiology with Lab	6
SC1224D	Advanced Essentials of Anatomy and Physiology with Lab	6

SC1221, SC1224D: Professional course (Minimum "C" grade required)

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities

HU2000	Critical Thinking and Problem Solving	4.5

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Graduation Requirements: A minimum 2.0 GPA is required overall and in the 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.)

Human Resource Management, BS

This 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.

Program Learning Outcomes:

Graduates of the program will:

- Explain the major concepts in financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of management.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Analyze human resource management issues from a strategic perspective.

Human Resource Management: Bachelor of Science Degree Requirements

180 Credits

Human Resource Management Major Core (87)

AC2760	Financial Accounting for Managers	4.5
FN6350	Financial Management	4.5
	OR	
FN3000	Business Finance I	4.5
MG6500DC	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6255DC	Introduction to Leadership and Quality	4.5
	OR	
MT3000+	Elective	4.5

MT3050	Human Resource Management	4.5
MT3080	Compensation and Benefits	4.5
MT3100	Employee and Labor Relations	4.5
MT3230/PL 3230	Employment Law	4.5
MT3300	Supervision	4.5
MT3500/ CI 3510	Managing Information Systems	4.5
MT4050	Training and Development	4.5
MT4200	Business Ethics	4.5
MT4300	Management Across Cultures	4.5
MT4420	Strategic Human Resource Management	4.5
MT4444	Management Review Lab	1.5
MT4450	Strategic Management	4.5
MT4501	Human Resource Management Internship	4.5
	OR	
MT4505	Human Resource Management Action Research Project	4.5
OM3000	Operations Management	4.5

FN6350DC, MG6500DC, MT6255DC: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

MT4450: Capstone Course (minimum "C" grade required)

General Education Core (57)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Elective	4.5

Humanities

HU2000	Critical Thinking and Problem Solving	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	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

Behavioral/ Social Science

EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5

General Education

CS2080	Career Management	3

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

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

Information Technology, AAS

This program prepares students for today's technology-based careers and industries, with relevant instruction in key aspects of IT including networking, an introduction to programming, database principles, and an introduction to computer security. Students also have the opportunity to customize this program, which features four elective course options.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Support the data management needs of business through the design, implementation and maintenance of relational databases.
- Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
- Administer a network infrastructure designed to support management and production functions in business or industry.
- Implement and maintain computer-based information systems to support the decision-making function of management.

Information Technology: Associate of Applied Science Requirements

93 Credits

Information Technology Major Core (31.5)

CI1320	Computer Concepts	4.5
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2440	Introduction to Computer Security	4.5
CI3010	Linux	4.5
CI3310	Website and Web Application Design	4.5

Support Core (4.5)

MT1050	Introduction to Business	4.5

Open Electives (18)

General Education Core (39)

Communications

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

Science

SC	Science Elective	4.5

Mathematics

MA1500	Intermediate Algebra	4.5
	OR	
MA2000	Quantitative Reasoning	4.5
	OR	
MA2050	College Algebra	4.5

Humanities/Behavioral/Social Sciences

HU2000	Critical Thinking and Problem Solving	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

A maximum of 13.5 credits may be earned through internship.

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

Information Technology, BS

This information technology degree is designed to provide the flexibility to integrate specialized technology and skills into a customized information technology program. It is intended for individuals with degrees, diplomas, certificates or certifications in specialty areas, such as programming, networks, 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.

Course availability is subject to minimum class size requirements.

Specialties

The Bachelor of Science degree in Information Technology also offers specialties in Networking; Web Development; and Information and Network Security. A specialty is a grouping of electives that focus on particular interests and career paths.

Specialty in Networking

- CI3679 Windows Operating System and Server Administration Fundamentals
- CI4121 Installation, Storage, and Compute with Windows Server
- CI4131 Networking with Windows Server
- CI4141 Identity with Windows Server
- CI4291 Interconnecting Cisco Networking Devices I
- CI4292 Interconnecting Cisco Networking Devices II

Specialty in Web Development

- CI3091 Database Design & Management
- CI3315 Web Design & Programming
- CI3380 Client Side-scripting and Open Communication
- CI4035 Server-Side Applications with PHP and MySQL
- CI4040 Designing User Interfaces & Multimedia
- CI4085 Responsive Web Development

Specialty in Information and Network Security (Students choose three courses from the list below; the course in bold type – SEC360 – is required.)

- SEC360 Information Security
- CI3710 Internet Security
- CI3715 Cybercrime and Information Systems
- CI3725 Network Security
- CI3730 Computer Forensics

Program Learning Outcomes

Graduates of the program will:

- Support the data management needs of business through the design, implementation and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.

- Apply ethical decision-making models in the information technology environment.

Information Technology: Bachelor of Science Degree Requirements

180 Credits

Information Technology Major Core (60)

CI1320	Computer Concepts	4.5
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2440	Introduction to Computer Security	4.5
CI3010	Linux	4.5
CI3070	Human-Computer Interaction - User-Centered Design	4.5
CI3140	Systems Architecture	4.5
CI3155	Computer Ethics	4.5
CI3310	Website and Web Application Design	4.5
CI4220/ MT4230	Project Management	4.5
CI4221	Systems Analysis and Design	4.5
CI4223	Integrative Systems Project	6

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

Support Core (4.5)

MT1050	Introduction to Business	4.5

Specialty Information Technology Core (40.5)

(Maximum 40.5/Minimum 27 credits in the specialty area.)

If the maximum 40.5 credits are not met in the specialty core, the difference must be made up by choosing open electives. Specialty core includes IT, computer science, programming, networks, CAD, and database programs.

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

Specialty IT Courses or Open Electives (27)

Specialty Courses or Open Electives (13.5)

Open Electives (18)

6000DC+ or Elective	4.5
6000DC+ or Elective	4.5
6000DC+ or Elective	4.5
Elective	4.5

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

General Education Core (57)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Elective	4.5

Humanities

HU2000	Critical Thinking and Problem Solving	4.5

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

General Education

	General Education Elective	13.5

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

CS2080	Career Management	3

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.

A maximum of 13.5 credits may be earned through internship.

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

Management, AAS

The Associate of Applied Science degree in Management is designed to meet the needs of individuals who have acquired occupational training from community colleges, technical institutes, military service schools, or industry-related schools in business, health or another technical field.

A minimum of 13.5 credit hours in one specialty area is required to complete this program. Two options are available under this program: (1) transfer of credit from the source of the specialty training, or (2) creation of a specialty area using approved National American University courses.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the introductory concepts, basic theories, and fundamental practices in accounting, economics, marketing, and management.
- Use current technology and computer applications in support of business.
- Demonstrate effective communication skills.

Management: Associate of Applied Science Requirements

90 Credits

Management Major Core (28.5)

AC2760	Financial Accounting for Managers	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT3651	Business Management Capstone	1.5

Specialty/Technical/Vocational Core (22.5)

(Maximum 22.5/Minimum 13.5)

If the maximum of 22.5 credits is not met in the specialty core, the difference must be made up by choosing Business/Accounting/CI Electives.

	Business/Accounting/CI-Electives Core	22.5

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

General Education Core (39)

Communications

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

Science

SC	Science Elective	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities/Behavioral/Social Science

HU2000	Critical Thinking and Problem Solving	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Management, BS

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

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

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Explain the major concepts in financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of management.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision-making models.

Management: Bachelor of Science Requirements

180 Credits

Management Major Core (60)

AC2760	Financial Accounting for Managers	4.5
FN6350DC	Financial Management	4.5

	OR	
FN3000	Business Finance I	4.5
MG6500DC	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6255DC	Introduction to Leadership and Quality	4.5
	OR	
MT3000+	Elective	4.5
MT3050	Human Resource Management	4.5
MT3300	Supervision	4.5
MT3500/ CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4300	Management Across Cultures	4.5
MT4444	Management Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

MT3000+: Exclusive of Internship

FN6350DC, MG6500DC, MT6255DC: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

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

Open Electives (63)

General Education Core (57)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Elective	4.5

Humanities

HU2000	Critical Thinking and Problem Solving	4.5

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

General Education

	General Education Elective	4.5

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

Behavioral Social Science

EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5

General Education

CS2080	Career Management	3

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.)

Medical Administrative Assistant, AAS

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

The medical administrative assistant program utilizes a combination of lecture and learning activities to address both administrative and general topics. Students have the option to complete a 160-hour practicum. The practicum is required for graduates to be eligible to take a credentialing exam. Students in the program must complete all professional courses in the curriculum with a minimum "C" grade.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

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

Medical Administrative Assistant: Associate of Applied Science Degree Requirements

90 Credits

Medical Administrative Assisting Major Core (38.5)

ME1100	Introduction to Medical Assisting	4
ME1140	Medical Terminology for Health Professions	2
ME2211	Human Pharmacology	4
ME2250	Medical Law and Ethics	4
ME2260	Medical Records Management	4
ME2515	Introduction to Pathophysiology	4.5
ME2611	Healthcare Coding and Billing I	4
ME2612	Healthcare Coding and Billing II	4
ME2620	Medical Office Procedures with Software Apps	4
ME3321	Medical Administrative Assistant Practicum	4.5
	OR	
HA3010D	Introduction to U.S. Healthcare Delivery	4

ME1100, ME1140, ME2211, ME2250, ME2260, ME2515, ME2611, ME2612, ME2620, ME3321, HA3010D: Professional course (Minimum "C" grade required)

ME3321: Recommended that students with no documented healthcare employment experience complete ME3321 MAA Practicum. (Required for students who choose to become credentialed.)

Support Core (9)

MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5

General Education Core (42.5)

Communications

EN1150	Composition I	4.5
EN2150	Interpersonal Professional Communication	4.5

EN1150: Professional course (Minimum "C" grade required)

Science

SC1221	Essentials of Anatomy and Physiology with Lab	6

SC1221: Professional course (Minimum "C" grade required)

Mathematics

MA2000	Quantitative Reasoning	4.5

MA2000: Professional course (Minimum "C" grade required)

Humanities

HU	Humanities Elective	4.5

HU: Professional course (Minimum "C" grade required)

Behavioral/Social Science

PS2000	Human Growth and Development	4.5
SO1060	Foundations of Cultural Competence	2

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

CS1201, CS1301, CS2086: Professional course (Minimum "C" grade required)

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

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 Billing and Coding: Diploma

The medical billing and coding diploma program is designed to prepare students for entry-level positions as medical billers and coders in a variety of healthcare settings, such as physician offices, multispecialty clinics, nursing homes, surgery centers, healthcare systems, and medical billing companies. Medical billers and coders are responsible for completing insurance claims; coding patient diagnoses and medical, surgical and diagnostic services; submitting claims consistent with government regulations and private insurance policies; and coordinating communications between healthcare providers, insurance carriers, and patients. The accuracy and timeliness of their work is crucial to providers' financial operations, and they serve as valuable members of the healthcare team.

This diploma program utilizes a combination of hands-on learning activities in coding and billing courses with a practicum experience at the end of the program to help students develop the knowledge and skills billers and coders use in the healthcare field. Graduates may wish to pursue certification in this field through national professional associations, such as the American Association of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA).

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Demonstrate entry-level skills, knowledge and behavior competence in administrative content, functions, and procedures, including current medical coding; completing and submitting claims to insurance carriers; and related reimbursement activities.
- Communicate effectively orally and in writing with constituents in the healthcare environment, including patients, medical personnel, and insurance carriers.

- Apply fundamental principles, regulations, and statutes for performing within legal and ethical boundaries.

Medical Billing and Coding: Diploma Requirements

60 Credits

Medical Coding and Billing Major Core (37.5)

HA3010D	Introduction to U.S. Healthcare Delivery	4
ME1140	Medical Terminology for Health Professions	2
ME2211	Human Pharmacology	4
ME2250	Medical Law and Ethics	4
ME2260	Medical Records Management	4
ME2515	Introduction to Pathophysiology	4.5
ME2611	Healthcare Coding and Billing I	4
ME2612	Healthcare Coding and Billing II	4
ME2630	Medical Billing & Coding Capstone	3
ME2650	Medical Billing & Coding Practicum	4

HA3010D, ME1140, ME2211, ME2250, ME2260, ME2515, ME2611, ME2612, ME2630, ME2650: Professional course (minimum "C" grade required)

General Education Core (22.5)

Communications

EN1150	Composition I	4.5

Science

SC1221	Essentials of Anatomy and Physiology with Lab	6

SC1221: Professional course (minimum "C" grade required)

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Medical Office Management - Clinical Specialist, AAS

The Medical Office Management-Clinical Specialist program serves as an online degree completion program for individuals who earned a medical assisting diploma and aspire to an associate degree that broadens their medical administrative and management skills. Prospective students must be graduates of a medical assisting diploma program that adheres to standards established by program accreditation organizations and be credentialed in good standing in medical assisting by an organization whose credentialing exam is accredited by the National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI).

Students will complete learning activities and assessments that extend their knowledge and skills in the areas of billing, coding, and reimbursement, management, supervision, and medical practice management. Students also complete general education courses to further develop their skills in communication, quantitative reasoning, and behavioral/social sciences, which align with good practices in working with physicians, allied health professionals, patients, and the public.

The Medical Office Management-Clinical Specialist program curriculum is mapped to the Nine Domains of Medical Practice Administration for the Professional Association of Health Care Office Management (PAHCOM) Certified Medical Manager (CMM) credential. This program seeks to prepare graduates to seek positions in support of patient care in the healthcare field. Once they have successfully complete two years of employment in these positions, they will meet the experience requirement to sit for the CMM certification examination.

Course availability is subject to minimum class size.

Program Learning Outcomes

Graduates of the program will:

- Assign ICD-10-CM, CPT, and HCPCS codes for outpatient encounters.
- Perform healthcare billing and reimbursement processes for outpatient encounters.
- Demonstrate effective oral and written communication skills.
- Apply basic management principles to the healthcare setting.

Medical Office Management - Clinical Specialist: Associate of Applied Science Degree Requirements

91 Credits

Medical Office Management - Clinical Specialist Major Core (56)

ME1100	Introduction to Medical Assisting	4
ME1140	Medical Terminology for Health Professions	2
ME2250	Medical Law and Ethics	4
ME2260	Medical Records Management	4
ME2611	Healthcare Coding and Billing I	4
ME2612	Healthcare Coding and Billing II	4
ME2620	Medical Office Procedures with Software Apps	4

ME1100, ME1140, ME2250, ME2260, ME2611, ME2612, ME2620: Professional course (Minimum "C" grade required)

Graduation Requirement--A minimum 2.0 GPA is required overall and in the Medical Office Management-Clinical Specialist Major Core.

Support Core (4.5)

MT2050	Principles of Management	4.5

Specialty Core (28)

Certificate or diploma in clinical allied health required. Or business electives (AC, EC, FN, LA,MG, MT, OL or OM)

General Education Core (30.5)

Communications

EN1150	Composition I	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5

EN1150, EN2100, EN2150: Professional course (Minimum "C" grade required)

Science

SC1221	Essentials of Anatomy and Physiology with Lab	6

SC1221: Professional course (Minimum "C" grade required)

SC1221: Courses required to be taught face-to-face.

Mathematics

MA2000	Quantitative Reasoning	4.5

MA2000: Professional course (Minimum "C" grade required)

Humanities

HU	Humanities Elective	4.5

HU: Professional course (Minimum "C" grade required)

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5
SO1060	Foundations of Cultural Competence	2

General Education

CS2086	Career Path Planning	2

Prerequisite Course (if applicable)

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Medical Office Management-Clinical Specialist 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, AAS

Medical services professionals are essential members of the healthcare team, performing the credentialing procedures that document education, licensure, experience, and continuing education requirements for physicians, allied health, and other practitioners. According to the National Association Medical Staff Services (NAMSS) organization, medical services professionals serve as gatekeepers of patient safety in the healthcare industry by ensuring healthcare practitioners have the proper qualifications and competency to treat patients.

The Associate of Applied Science in Medical Staff Services Management degree program helps students develop the knowledge and skills needed to perform the various duties completed by medical services professionals. These duties may include credentialing and privileging procedures, medical staff committee work, peer review, risk management, and information management, as well as ensuring accreditation and regulatory compliance. Graduates of this program with experience as medical services professionals may choose to seek the Certified Provider Credentialing Specialist (CPCS) or Certified Professional Medical Services Management (CPMSM) certification.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Perform initial credentialing, reappointment, and delineation of privileges processes.
- Maintain compliance with accreditation and regulatory standards applicable to medical staff services.
- Coordinate processes related to medical staff bylaws, policies, and rules and regulations.

Medical Staff Services Management: Associate of Applied Science Degree Requirements

90 Credits

Medical Staff Services Management Major Core (36)

HA3010D	Introduction to U.S. Healthcare Delivery	4
HA3110D	Quality Improvement and Risk Management	4
HT2250D	Medical Law and Ethics for Health Information Professionals	4
ME1140	Medical Terminology for Health Professions	2
ME1184D	Medical Staff Services Management I	4.5
ME2185D	Medical Staff Services Management II	4.5
ME2186D	Medical Staff Services Management III	4.5
ME2515	Introduction to Pathophysiology	4.5

ME3330D	Medical Staff Services Management Externship	4
	OR	
ME3332D	Medical Staff Services Management Project	4

HA3010D, HA3110D, HT2250D, ME1140, ME1184D, ME2185D, ME2186D, ME2515: Professional course (Minimum "C" grade required)

Advising Guidelines for ME3330D or ME3332D Requirement

Students with documented MSSM employment experience may choose one course from the list of recommended courses below (with associate dean approval) to replace ME3330D or ME3332D in order to further develop their administrative and leadership skills:

HA3220D	Health Information Systems	4
HA4070D	Regulatory Environment in Health Care	4
MT3250	Organizational Behavior	4.5
MT3300	Supervision	4.5

Support Core (9)

MT1050	Introduction to Business	4.5
	Business Elective	4.5

General Education Core (45)

Communications

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

Science

SC1221	Essentials of Anatomy and Physiology with Lab	6

SC1221: Professional course (Minimum "C" grade required)

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities

HU	Humanities Elective	4.5

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Small Business Management, AAS

The Associate of Applied Science Small Business Management program is designed to meet the needs of students who have the goal of starting a new business or expanding an existing business. The program emphasizes the knowledge, skills, and abilities that are essential to becoming a successful small business owner and/or manager. Students will acquire skills in entrepreneurial strategies and planning, feasibility analysis, market analysis, and competitor analysis and will develop a comprehensive business plan for a new business venture.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the introductory concepts, basic theories, and fundamental practices in accounting, economics, marketing, and management.
- Use current technology and computer applications in support of business administration.
- Demonstrate effective communication skills.
- Plan effectively for a new business venture.

Small Business Management: Associate of Applied Science Requirements

90 Credits

Business Administration Major Core (51)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
EC2050	Macroeconomics	4.5
	OR	
EC2100	Microeconomics	4.5
MG2300	Customer Service Relations	4.5
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT2200	Franchising	4.5
	OR	
AC2050	Accounting Software Applications	4.5
MT2400	Small Business Management Operations	4.5
MT3550	Entrepreneurship and Small Business	4.5
MT3650	Business Plan Development	4.5
MT3651	Business Management Capstone	1.5

General Education Core (39)

Communications

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

Science

SC	Science Elective	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities/Behavioral/Social Science

	Humanities/Behavioral/Social Science Elective	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Henley-Putnam
SCHOOL OF STRATEGIC SECURITY
NATIONAL AMERICAN UNIVERSITY

HENLEY-PUTNAM SCHOOL OF STRATEGIC SECURITY

The Henley-Putnam School of Strategic Security aspires to be the leader in providing instruction in the fields of strategic security. The focus is on teaching "proactive" versus "reactive" methods. That is to say, we attempt to further the knowledge of prevention and deterrence over the instruction of reaction and response concepts as taught at many other institutions.

HPSSS offers one distinct associates degree program, five distinct bachelor's degree programs, three distinct master's degree programs, one distinct doctoral degree program, and more than 30 undergraduate and graduate certificates in order to meet the future challenges of this strategic security industry. The bachelor's programs introduce the student to the concepts and increases the student's knowledge in criminal justice, intelligence, counterterrorism, nuclear enterprise security studies, strategic security, and protection. These programs emphasize professionalism, proactive strategies, a thorough understanding of the dynamics of the program area and a high-level development of skills in a discipline.

Learning Outcomes

The programs offered at Henley-Putnam School of Strategic Security are specifically focused in the area of strategic security.

The successful graduate of HPSSS will demonstrate the following attributes:

- Evidence of the ability to employ technological and research proficiency, integrating applicable skills of information literacy.
- Employment of conceptual skills to identify potential risks and assess options for preventive, alternative or deterrent actions.
- Demonstrated competency in strategic engagement of issues within the security industry.
- Evidence of strategic management leadership competencies effective in promoting professional security, counter-terrorism, intelligence, national protection and global understanding.
- Acquisition of skill sets that support effective communication, critical thinking, and analysis within the strategic security environment.

Criminal Justice, AAS

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, as determined by individual jurisdictions. 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 may be qualified to apply for the positions of police patrol officer, court clerk, court bailiff, correctional officer, probation or parole officer, as

determined by individual jurisdictions, 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.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

This program is designed to provide students with a foundation in the knowledge, skills, and abilities for the criminal justice career field. Graduates of the program will:

- Analyze the criminal justice system's operations and issues.
- Apply legal principles to the police, courts, and correctional components of the criminal justice system.
- Apply ethical decision-making models and professional standards to criminal justice situations.

Disclaimer: Individual agencies regulate the employment of individuals in the policing, courts, and corrections professions. Persons convicted of certain crimes may not serve in these positions. Please consult with the employer of interest to establish what regulations may exist.

Criminal Justice: Associate of Applied Science Requirements

90 Credits

Criminal Justice Major Core (31.5)

CJ1000	Introduction to Criminal Justice	4.5
CJ1500	Criminological Theory	4.5
CJ2100	Criminal Law	4.5
CJ2150	Professionalism and Ethics in Criminal Justice	4.5
CJ2280	Communication for the Criminal Justice Professional	4.5
CJ2300	U.S. Courts	4.5
CJ2400	U.S. Corrections	4.5

CJ1000, CJ1500, CJ2100, CJ2150, CJ2280, CJ2300, CJ2400: Professional Course, minimum "C" grade required

Criminal Justice Electives (15)

CJ	CJ Electives	15

General Education Core (43.5)

Communications

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

Science

SC	Science Elective	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities

HU	Humanities Elective	4.5

Behavioral/Social Sciences

	Behavioral/Social Science Elective	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success! OR	5
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Graduation Requirements: A minimum 2.0 GPA is required overall and in the 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, BS

For students whose goal is to pursue a career in the field of criminal justice, National American University offers the Bachelor of Science in Criminal Justice degree. The curriculum is designed to provide students with the knowledge, skills and abilities for the career fields of criminal justice. Graduates 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.

Specialties

The Bachelor of Science degree in Criminal Justice also offers specialties in Forensic Investigations, Homeland Security, and Juvenile Justice. A specialty is a grouping of electives that focus on particular interests and career paths.

Specialty in Forensic Investigations (The following seven courses taken as electives.)

- CJ2250 Introduction to Forensic Investigations
- CJ3400 Evidence
- CJ3500 Forensic Photography (3 hours)
- CJ4000 Psychology and the Law (Intro to Forensic Psychology)
- CJ4200 Forensic Chemistry
- CJ4430 Computer Forensic Investigation
- CJ4400 Investigation of Sex Crimes

Specialty in Private Security (The following six courses taken as electives.)

- CJ2240 Introduction to Private Security
- CJ2700 Cybercrime in Criminal Justice
- CJ3030 Hates Crimes and the Law
- CJ4430 Computer Forensic Investigation
- CJ4450 Security Operations Theory
- CJ4500 Homeland Security and Terrorism

Specialty in Homeland Security (The following six courses taken as electives.)

- CJ2700 Cybercrime and Cyberterrorism in Criminal Justice
- CJ3005 Gangs in America
- CJ3030 Societal Influences: Hate Crimes and the Law
- CJ3050 Loss Prevention, Crime Prevention, and Hospital Security
- CJ4450 Security Operations Theory
- CJ4500 Homeland Security and Terrorism

Specialty in Juvenile Justice (Students choose six courses from the list below.)

- CJ2230 Diversity and Criminal Justice
- CJ3000 Victimology
- CJ3005 Gangs in America
- CJ3300 Juvenile Justice and Delinquency
- CJ4000 Psychology and the Law
- CJ3700 Community Policing
- CJ4000 Psychology and the Law
- PS1050 Introduction to Psychology
- PS2000 Human Growth and Development
- PS2100 Human Relations
- SO1050 Intro to Sociology
- SO2150 Child Growth and Development

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.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

This program is designed to provide students with the knowledge, skills, and abilities for entry-level employment in policing, courts or corrections, and 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. This 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. 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.

Graduates of the program will:

- Apply legal principles to the police, courts, and correctional components of the criminal justice system.
- Apply ethical decision-making models and professional standards to criminal justice situations.
- Utilize management and leadership skills to achieve organizational objectives.
- Communicate orally and in writing in a law enforcement environment.
- Integrate and apply substantive knowledge and analytical skills to criminal justice operations and issues.

Disclaimer:

Individual agencies regulate the employment of individuals in the policing, courts, and corrections professions. Persons convicted of certain crimes may not serve in these positions. Please consult with the employer of interest to establish what regulations may exist.

Criminal Justice: Bachelor of Science Requirements

180 Credits

Criminal Justice Major Core (58.5)

CJ1000	Introduction to Criminal Justice	4.5
CJ1500	Criminological Theory	4.5
CJ2100	Criminal Law	4.5
CJ2150	Professionalism and Ethics in Criminal Justice	4.5

CJ2280	Communication for the Criminal Justice Professional	4.5
CJ2300	U.S. Courts	4.5
CJ2400	U.S. Corrections	4.5
CJ3100	Criminal Investigation	4.5
CJ3400	Constitutional Law	4.5
CJ4900	Criminal Justice Capstone	4.5
CJ6100	Law and Public Policy	4.5
	OR	
CJ3000+	CJ Elective	4.5
CJ6200	Management Topics in Criminal Justice	4.5
	OR	
CJ3000+	CJ Elective	4.5
CJ6300	Criminal Justice Planning and Innovation	4.5
	OR	
CJ3000+	CJ Elective	4.5

CJ1000, CJ1500, CJ2100, CJ2150, CJ2280, CJ2300, CJ2400, CJ3100, CJ3400, CJ4900: Professional Course, minimum "C" grade required

CJ6100, CJ6200, CJ6300: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

HPSSS or Open Electives (60)

#Choose any 3000 level CJ course not previously taken or HPSSS elective from the list below.

	Electives	37.5
#300+/3000+	Electives	22.5
INT300	Fundamentals of Intelligence	4.5
INT315	Open Source Research	4.5
INT320	Propaganda and Disinformation	4.5
INT379	History of Intelligence, Part 1	4.5
INT380	History of Intelligence, Part 2	4.5
INT390	Covert Action	4.5
INT400	Counterintelligence	4.5
INT401	Interrogation and Interviewing Techniques	4.5
INT440	Technical Surveillance	4.5
INT445	Operational Security	4.5
INT460	Clandestine and Secure Communications	4.5
INT476	Intelligence Collection	4.5
INT477	Collection Management	4.5
NUC350	Principles of Grand Strategy	4.5
NUC410	Weapons Systems	4.5
NUC415	Chemical, Biological, Radiological and Nuclear Weapons	4.5
PHIL400	Ethics of Security and Counterterrorism	4.5
PRO375	History of Executive/Dignitary Protection	4.5
PRO380	Conflict Resolution	4.5
PRO385	Etiquette and Rapport	4.5
PRO398	Fundamentals of Threat Assessment	4.5
PRO405	Consequence Management	4.5
PRO422	Building Security	4.5
PRO430	Travel and Hospitals	4.5
PRO432	Principal's Office and Residence	4.5
PRO433	Off-site Visits	4.5
PRO466	Advance Work	4.5
PRO494	Essentials of Executive Protection	4.5
PRO500DC	Advanced Executive Protection	4.5
PRO595DC	Advanced Protection Operations	4.5
PRO690DC	Advanced Threat Assessment	4.5
SEC305	Offensive v. Defensive Security: Understanding the Broader Security Field	4.5
SEC320	Foundations of the Security Industry	4.5
SEC326	Foundations of Vehicular Security	4.5
SEC344	Protective Security Law	4.5
SEC366	Managing the Security Organization	4.5
SEC375	Workplace Violence, Workplace Security	4.5
SEC452	Infiltration Techniques	4.5
SEC486	Bomb Threat Management	4.5
SEC665DC	Cyber Security	4.5
TCT306	Media and Terrorism	4.5
TCT310	Psychology of Violence	4.5
TCT390	Foundations of Terrorism	4.5
TCT395	Counterterrorism	4.5
TCT396	Terrorist Techniques	4.5
TCT410	Lone Wolf Terrorism	4.5
TCT420	Psychology of Fear	4.5
TCT425	Religious Extremism	4.5
TCT430	Ethno/Nationalist Terrorism	4.5
TCT435	Terrorist Support Networks	4.5
TCT440	Islamism and Terrorism	4.5

General Education Core (61.5)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-By-Course Transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Information Technology, BS, Emphasis in Cybersecurity and Forensics

Information security is the practice of ensuring the confidentiality, availability or integrity of a system. Digital forensics courses will provide students with a comprehensive understanding of digital forensics investigation tools and techniques, and the collection, preservation, and analysis of digital evidence. Graduates will have an in-depth understanding of threats, risks, and attacks, and the technologies, policies and procedures to mitigate information system threats.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Support the data management needs of business through the design, implementation, and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
- Analyze and assess computer attack models.
- Protect information assets through the implementation of security models and standards.

Information Technology: Bachelor of Science with Emphasis in Cybersecurity and Forensics Requirements

180 Credits

Information Technology Major Core (60)

CI1320	Computer Concepts	4.5
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2440	Introduction to Computer Security	4.5
CI3010	Linux	4.5
CI3070	Human-Computer Interaction – User-Centered Design	4.5
CI3140	Systems Architecture	4.5
CI3155	Computer Ethics	4.5
CI3310	Website and Web Application Design	4.5
CI4220/ MT4230	Project Management	4.5
CI4221	Systems Analysis and Design	4.5
CI4223	Integrative Systems Project	6

CI4223: Capstone Course – minimum "C" grade required.

Support Core (4.5)

MT1050	Introduction to Business	4.5

Cybersecurity and Forensics Core (31.5)

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

CI3680	Java Programming	4.5
CI3710	Internet Security	4.5
CI3715	Cybercrime and Information Systems	4.5
CI3725	Network Security	4.5
CI3730	Computer Forensics	4.5
CI4710	Forensic Methods	4.5
CI3000+	Elective	4.5

Open Elective (18)

6000DC+ or Elective		4.5
6000DC+ or Elective		4.5
6000DC+ or Elective		4.5
	Elective	4.5

General Education Core (66)

General Education (31.5)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	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	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Intelligence Management, BS

The Bachelor's Degree in Intelligence Management introduces the student to the basic concepts of intelligence gathering and analysis. The student will begin to understand how intelligence manifests itself in many ways, requiring an astute and open mind to determine how to analyze and understand what and where intelligence can be found as well as how it can be used. This program also provides a basis for the student's study at more advanced levels. All courses are four and a half quarter units unless otherwise noted.

Program Learning Outcomes

Graduates of this degree-completion program will be able to do the following:

- IM-PLO B1: Identify, describe and critically evaluate information sources and applicable intelligence technologies
- IM-PLO B2: Appraise contemporary and emergent threats, challenges and issues within a sphere of the security industry such as business, law enforcement, homeland security, national security or regional studies.
- IM-PLO B3: Analyze intelligence issues or challenges
- IM-PLO B4: Demonstrate the ability to work collaboratively in diverse groups and to identify and apply professional ethics to the intelligence field.
- IM-PLO B5: Develop general professional written and oral reports and presentations that are relevant to security industry decision-makers.

Intelligence Management: Bachelor of Science

180 Credits

Major Core (49.5)

INT300	Fundamentals of Intelligence	4.5
INT305	Advanced Critical Thinking and Logic	4.5
INT310	Fundamentals of Analysis	4.5
INT315	Open Source Research	4.5
INT330	Writing for the Intelligence Professional	4.5
INT379	History of Intelligence, Part 1	4.5
INT380	History of Intelligence, Part 2	4.5
INT390	Covert Action	4.5
INT400	Counterintelligence	4.5
INT476	Intelligence Collection	4.5
PHIL400	Ethics of Security and Counterterrorism	4.5

Major Support Core (13.5)

Choose any three courses

INT320	Propaganda and Disinformation	4.5
INT401	Interrogation and Interviewing Techniques	4.5
INT440	Technical Surveillance	4.5
INT445	Operational Security	4.5
INT460	Clandestine and Secure Communications	4.5
INT477	Collection Management	4.5
NUC350	Principles of Grand Strategy	4.5
SEC360	Information Security	4.5

Must take all major core courses before enrolling in any of the major support core courses below.

Open Electives (27)

Choose any six courses.

Students may also include any course from support core courses if not previously taken as a major support core course.

CI3710	Internet Security	4.5
CI3715	Cybercrime and Information Systems	4.5
CI3725	Network Security	4.5
CJ2240	Introduction to Private Security	4.5
CJ2700	Cybercrime in Criminal Justice	4.5
CJ3005	Gangs in America	4.5
CJ3020/ PL3020	Serial Killers and the Law	4.5
CJ3030	Hate Crimes and the Law	4.5

PL3030		
CJ3050	Loss Prevention	4.5
CJ3400	Constitutional Law	4.5
CJ4000	Psychology and the Law	4.5
CJ4450	Security Operations Theory	4.5
CJ4500	Homeland Security and Terrorism	4.5
INT511DC	Advanced Analytical Methods	4.5
INT535DC	Cover	4.5
INT551DC	Double Agents, Denial and Deception	4.5
INT680DC	Operational Concepts and Planning (Targeting)	4.5
PRO375	History of Executive/Dignitary Protection	4.5
PRO380	Conflict Resolution	4.5
PRO385	Etiquette and Rapport	4.5
PRO398	Fundamentals of Threat Assessment	4.5
PRO405	Consequence Management	4.5
PRO422	Building Security	4.5
PRO430	Travel and Hospitals	4.5
PRO432	Principal's Office and Residence	4.5
PRO433	Off-site Visits	4.5
PRO466	Advance Work	4.5
PRO494	Essentials of Executive Protection	4.5
SEC305	Offensive v. Defensive Security: Understanding the Broader Security Field	4.5
SEC320	Foundations of the Security Industry	4.5
SEC326	Foundations of Vehicular Security	4.5
SEC340	Effective Writing for the Security Professional	4.5
SEC344	Protective Security Law	4.5
SEC360	Information Security	4.5
SEC366	Managing the Security Organization	4.5
SEC375	Workplace Violence, Workplace Security	4.5
SEC452	Infiltration Techniques	4.5
SEC486	Bomb Threat Management	4.5
TCT306	Media and Terrorism	4.5
TCT310	Psychology of Violence	4.5
TCT390	Foundations of Terrorism	4.5
TCT395	Counterterrorism	4.5
TCT396	Terrorist Techniques	4.5
TCT410	Lone Wolf Terrorism	4.5
TCT420	Psychology of Fear	4.5
TCT425	Religious Extremism	4.5
TCT430	Ethno/Nationalist Terrorism	4.5
TCT435	Terrorist Support Networks	4.5
TCT440	Islamism and Terrorism	4.5

** Students who do not have a 3.25 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, major support core, or open elective 500DC+ and 3000+ courses. Students must also maintain a grade of B or higher in all subsequent courses and complete the Master's application process.*

General Education and Open Electives (90)

(Available for block transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

Humanities

HU2000	Critical Thinking and Problem Solving	4.5
HU	Humanities Elective	4.5

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

Science

SC	Science Elective	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Gen ED or Open Electives

	Gen ED or Open Electives	13.5
1900-4990	Special Topics	1.5

Foreign Language

	Any Foreign Language	9

Nuclear Enterprise Security Studies, BS

The Bachelor of Science in Nuclear Enterprise Security Studies is designed for professionals within the Nation's nuclear enterprise responsible for maintaining a safe, reliable, and credible nuclear deterrent and a robust incident response capability. The program increases the student's knowledge of the fundamentals of security, deterrence policies, the nuclear enterprise, and nuclear and radiological event operations.

All courses are four and a half quarter units unless otherwise noted.

Program Learning Outcomes

Graduates of this degree-completion program will be able to do the following:

- NES-PLO B1: Assess information sources in the nuclear enterprise and strategic security domains.

- NES-PLO B2: Apply analytical, quantitative reasoning, and problem-solving skills to assess options for preventive, deterrent and response actions related to nuclear and radiological subjects,
- NES-PLO B3: Appraise issues of strategic security in the nuclear enterprise using critical thinking and nuclear and radiological subject matter expertise.
- NES-PLO B4: Demonstrate the ability to apply ethical and civic-minded approaches to challenges within the nuclear enterprise and strategic security environment.
- NES-PLO B5: Communicate clearly and effectively in a variety of mediums to nuclear enterprise stakeholders.

Nuclear Enterprise Security Studies: Bachelor of Science

180 Credits

Major Core (49.5)

Students must fulfill 45 quarter units or more before taking the following Nuclear Enterprise Security Studies Major Core coursework below:

INT305	Advanced Critical Thinking and Logic	4.5
INT310	Fundamentals of Analysis	4.5
NUC350	Principles of Grand Strategy	4.5
NUC415	Chemical, Biological, Radiological and Nuclear Weapons	4.5
PHIL400	Ethics of Security and Counterterrorism	4.5
PRO398	Fundamentals of Threat Assessment	4.5
PRO405	Consequence Management	4.5
SEC320	Foundations of the Security Industry	4.5
SEC340	Effective Writing for the Security Professional	4.5
SEC486	Bomb Threat Management	4.5
TCT390	Foundations of Terrorism	4.5

Major Support Core (13.5)

Choose any three courses (13.5 quarter units) from Defense Threat Reduction Agency's Defense Nuclear Weapons School (Agreement #11-043) selection below. DNWS Numbers do not equate to lower and upper division. All courses are 4.5 Quarter Units Upper Division unless otherwise noted:

DNWS CM101	Geospatial Intelligence for Consequence Assessment (GACA)	4.5
DNWS CM120	Hazard Prediction and Assessment Capability Level 1 (HPAC-1)	4.5
DNWS CM130	Joint Effects Model Operator Course (JEM)	4.5
DNWS CM150	Hazard Prediction and Assessment Capability Level 2-Chemical, Biological, Radiological (HPAC-2-CBR)	4.5
DNWS CM151	Hazard Prediction and Assessment Capability Level 2-Nuclear (HPAC-2-N)	4.5
DNWS CM160	Integrated Munitions Effects Assessment- Level 1 (IMEA-1)	4.5
DNWS CM170	Vulnerability Assessment Protection Options Level 1 (VAPO-1)	4.5
DNWS CM180	Integrated Munitions Effects Assessment- Level 2-Conventional (IMEA-2-C)	4.5
DNWS CM181	Integrated Munitions Effects Assessment- Level 2-Nuclear (IMEA-2-N)	4.5
DNWS CM190	Vulnerability Assessment Protection Options Level 2 (VAPO-2)	4.5
DNWS CM260	Integrated Weapons of Mass Destruction Toolset-Consequence Assessment (IWMDT-CA)	4.5
DNWS CM270	Advanced System Survivability Integrated Simulation Toolkit (ASSIST)	4.5
DNWS CM04	Joint Countering Weapons of Mass Destruction Planning Course (JCPC)	4.5
DNWS NR101	Nuclear Emergency Team Operations (NETOPS)	9
DNWS NR200	Applied Radiological Techniques Level 1 (ARRT-1)	3
DNWS NR201	Advanced Diagnostic Training (ADT-2)	4.5
DNWS NR250	Joint Nuclear Explosive Ordnance Disposal (JNEODC)	4.5
DNWS NR401	Applied Radiological Techniques Level 2 (ARRT-2)	4.5
DNWS NW110	Nuclear Weapons Orientation Course (NWOC)	4.5
DNWS NW120	Nuclear Weapons Technical Inspectors Course (NWTIC)	4.5
DNWS NW305	Theater Nuclear Operations Course (TNOC)	4.5
DNWS NW401	Nuclear Policy (NUCPOL)	4.5
DNWS R021	Geospatial Intelligence for Consequence Assessment -Level 2 (GACA-2)	4.5

Must take all major core courses before enrolling in any of the major support core courses below.

Open Electives (27)

Choose any six courses.

CI3710	Internet Security	4.5
CI3715	Cybercrime and Information Systems	4.5
CI3725	Network Security	4.5
CJ2240	Introduction to Private Security	4.5
CJ2700	Cybercrime in Criminal Justice	4.5
CJ3005	Gangs in America	4.5
CJ3020/ PL3020	Serial Killers and the Law	4.5
CJ3030/ PL3030	Hate Crimes and the Law	4.5

CJ3050	Loss Prevention	4.5
CJ3400	Constitutional Law	4.5
CJ4000	Psychology and the Law	4.5
CJ4450	Security Operations Theory	4.5
CJ4500	Homeland Security and Terrorism	4.5
INT300	Fundamentals of Intelligence	4.5
INT315	Open Source Research	4.5
INT320	Propaganda and Disinformation	4.5
INT379	History of Intelligence, Part 1	4.5
INT380	History of Intelligence, Part 2	4.5
INT390	Covert Action	4.5
INT400	Counterintelligence	4.5
INT401	Interrogation and Interviewing Techniques	4.5
INT440	Technical Surveillance	4.5
INT445	Operational Security	4.5
INT460	Clandestine and Secure Communications	4.5
INT476	Intelligence Collection	4.5
INT477	Collection Management	4.5
NUC410	Weapons Systems	4.5
OL4100	Organizational Culture and Leadership	4.5
OL4300	Organizational Development and Change	4.5
PRO375	History of Executive/Dignitary Protection	4.5
PRO380	Conflict Resolution	4.5
PRO385	Etiquette and Rapport	4.5
PRO405	Consequence Management	4.5
PRO422	Building Security	4.5
PRO432	Principal's Office and Residence	4.5
PRO433	Off-site Visits	4.5
PRO466	Advance Work	4.5
PRO494	Essentials of Executive Protection	4.5
PRO500DC	Advanced Executive Protection	4.5
PRO595DC	Advanced Protection Operations	4.5
PRO690DC	Advanced Threat Assessment	4.5
SEC305	Offensive v. Defensive Security: Understanding the Broader Security Field	4.5
SEC344	Protective Security Law	4.5
SEC360	Information Security	4.5
SEC366	Managing the Security Organization	4.5
SEC375	Workplace Violence, Workplace Security	4.5
SEC452	Infiltration Techniques	4.5
SEC665DC	Cyber Security	4.5
TCT306	Media and Terrorism	4.5
TCT310	Psychology of Violence	4.5
TCT395	Counterterrorism	4.5
TCT396	Terrorist Techniques	4.5
TCT410	Lone Wolf Terrorism	4.5
TCT425	Religious Extremism	4.5
TCT430	Ethno/Nationalist Terrorism	4.5
TCT435	Terrorist Support Networks	4.5
TCT440	Islamism and Terrorism	4.5

Students who do not have a 3.25 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, major support core, or open elective 500DC+ and 3000+ courses. Students must also maintain a grade of B or higher in all subsequent courses and complete the Master's application process.

General Education Core (90)

(Available for block transfer)

Communications

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

Mathematics

MA1500	Intermediate Algebra	4.5
MA2050	College Algebra	4.5

Humanities

HU	Humanities Elective	4.5

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

Science

SC1300	Physical Science	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2
	OR	
SEC105	The Foundation, Functions, and Future of Strategic Security	4.5
	OR	
	Equivalent	4.5

Gen ED or Open Electives

	Gen Ed or Open Electives	36
1900-4990	Special Topics	1.5

Strategic Security and Protection Management, BS

The Bachelor's Degree in Strategic Security and Protection Management increases the student's knowledge of operations in the security industry and in providing protective services to clients, their property and/or their information. This program also provides a foundation for the student's study at more advanced levels in this field. All courses are four and a half quarter units unless otherwise noted.

Program Learning Outcomes

Graduates of this degree-completion program will be able to do the following:

- SSPM-PLO B1: Recognize various information sources in strategic security and their relationship to security operations.
- SSPM-PLO B2: Explain threat analysis and its technical, operational, and strategic aspects.
- SSPM-PLO B3: Appraise policies, reforms, and ethics through integrating information literacy competencies.
- SSPM- PLO- B4: Synthesize strategic leadership competencies through understandings of cases in the current security environment.
- SSPM- PLO - B5: Demonstrate the ability to communicate effectively in a variety of mediums to key stakeholders.

Strategic Security and Protection Management: Bachelor of Science

180 Credits

Students must complete SEC105 prior to enrolling in SSPM Major Core courses below.

Major Core (49.5)

*Students must fulfill 45 quarter units or more before taking the following Strategic Security and Protection Management Major Core coursework below:

INT305	Advanced Critical Thinking and Logic	4.5
PHIL400	Ethics of Security and Counterterrorism	4.5
PRO375	History of Executive/Dignitary Protection	4.5
PRO385	Etiquette and Rapport	4.5
PRO398	Fundamentals of Threat Assessment	4.5
PRO494	Essentials of Executive Protection	4.5
SEC320	Foundations of the Security Industry	4.5
SEC340	Effective Writing for the Security Professional	4.5
SEC344	Protective Security Law	4.5
SEC360	Information Security	4.5
SEC366	Managing the Security Organization	4.5

Major Support Core Courses (13.5)

Choose any three (3) PRO or SEC courses not used as Major Core.
Must complete SEC320 and SEC366 prior to enrolling in any of the major support core courses below

PRO380	Conflict Resolution	4.5
PRO405	Consequence Management	4.5
PRO422	Building Security	4.5
PRO430	Travel and Hospitals	4.5
PRO432	Principal's Office and Residence	4.5
PRO433	Off-site Visits	4.5
PRO466	Advance Work	4.5
SEC305	Offensive v. Defensive Security: Understanding the Broader Security Field	4.5
SEC326	Foundations of Vehicular Security	4.5
SEC375	Workplace Violence, Workplace Security	4.5
SEC452	Infiltration Techniques	4.5
SEC486	Bomb Threat Management	4.5

Must take all major core courses before enrolling in any of the major support core courses below.

Open Electives (27)

Choose any six courses.

Students may also include any course from support core courses if not previously taken as a major support core course.

CI3710	Internet Security	4.5
CI3715	Cybercrime and Information Systems	4.5
CI3725	Network Security	4.5
CJ2240	Introduction to Private Security	4.5
CJ2700	Cybercrime in Criminal Justice	4.5
CJ3005	Gangs in America	4.5
CJ3020/ PL3020	Serial Killers and the Law	4.5
CJ3030/ PL3030	Hate Crimes and the Law	4.5
CJ3050	Loss Prevention	4.5
CJ3400	Constitutional Law	4.5
CJ4000	Psychology and the Law	4.5
CJ4450	Security Operations Theory	4.5
CJ4500	Homeland Security and Terrorism	4.5
INT300	Fundamentals of Intelligence	4.5
INT310	Fundamentals of Analysis	4.5
INT315	Open Source Research	4.5
INT320	Propaganda and Disinformation	4.5
INT330	Writing for the Intelligence Professional	4.5
INT379	History of Intelligence, Part 1	4.5
INT380	History of Intelligence, Part 2	4.5
INT390	Covert Action	4.5
INT400	Counterintelligence	4.5
INT401	Interrogation and Interviewing	4.5

	Techniques	
INT440	Technical Surveillance	4.5
INT445	Operational Security	4.5
INT460	Clandestine and Secure Communications	4.5
INT476	Intelligence Collection	4.5
INT477	Collection Management	4.5
NUC350	Principles of Grand Strategy	4.5
NUC410	Weapons Systems	4.5
NUC415	Chemical, Biological, Radiological and Nuclear Weapons	4.5
PRO500DC	Advanced Executive Protection	4.5
PRO595DC	Advanced Protection Operations	4.5
PRO690DC	Advanced Threat Assessment	4.5
SEC665DC	Cyber Security	4.5
TCT306	Media and Terrorism	4.5
TCT310	Psychology of Violence	4.5
TCT390	Foundations of Terrorism	4.5
TCT395	Counterterrorism	4.5
TCT396	Terrorist Techniques	4.5
TCT410	Lone Wolf Terrorism	4.5
TCT420	Psychology of Fear	4.5
TCT425	Religious Extremism	4.5
TCT430	Ethno/Nationalist Terrorism	4.5
TCT435	Terrorist Support Networks	4.5
TCT440	Islamism and Terrorism	4.5

Students who do not have a 3.25 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, major support core, or open elective 500DC+ and 3000+ courses. Students must also maintain a grade of B or higher in all subsequent courses and complete the Master's application process.

General Education and Open Electives (90)

(Available for block transfer)

SC	Science Elective	4.5
MA	Mathematics Elective	4.5
HU	Humanities Elective	4.5
	Behavioral/Social Science Elective	4.5
	Open Electives	44

Communications

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

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
SEC105	The Foundation, Functions, and Future of Strategic Security	4.5

Terrorism and Counterterrorism Studies, BS

The Bachelor's Degree in Terrorism and Counterterrorism Studies introduces the student to the basic concepts of terrorism and counterterrorism. Instructors emphasize the importance of understanding extremist, terrorists groups and their operations. This degree also provides training in counterterrorism research, analysis, and operations, focusing on analytical rigor, contingency planning, and proactive security measures. All courses are four and a half quarter units unless otherwise noted.

Program Learning Outcomes

Graduates of this degree-completion program will be able to do the following:

- TCT-PLO B1: Formulate, conduct, and present basic research skills in the field of terrorism and counterterrorism.
- TCT-PLO B2: Analyze and evaluate sources, assets, events, and systems for potential risks in order to assess and refine contingency planning to include appropriate consequence management in the field of counterterrorism.
- TCT-PLO B3: Integrate the general workings and issues of the counterterrorism profession through intellectual inquiry and critical thinking.
- TCT-PLO B4: Demonstrate the ability to lead and manage across settings unique to the counterterrorism field in an ethical and professional manner.
- TCT-PLO B5: Express ideas and concepts clearly through oral and written communication that informs, enlightens, and persuades those they serve in the counterterrorism field.

Terrorism and Counterterrorism Studies: Bachelor of Science

180 Credits

Major Core (49.5)

Students must fulfill 45 quarter units or more before taking the following Terrorism and Counterterrorism Studies Major Core coursework below:

INT300	Fundamentals of Intelligence	4.5
INT305	Advanced Critical Thinking and Logic	4.5
INT315	Open Source Research	4.5
NUC415	Chemical, Biological, Radiological and Nuclear Weapons	4.5
PHIL400	Ethics of Security and Counterterrorism	4.5
PRO398	Fundamentals of Threat Assessment	4.5
SEC340	Effective Writing for the Security Professional	4.5

TCT390	Foundations of Terrorism	4.5
TCT395	Counterterrorism	4.5
TCT396	Terrorist Techniques	4.5
TCT425	Religious Extremism	4.5

Major Support Core (13.5)

Choose any three courses

NUC350	Principles of Grand Strategy	4.5
NUC410	Weapons Systems	4.5
TCT306	Media and Terrorism	4.5
TCT310	Psychology of Violence	4.5
TCT410	Lone Wolf Terrorism	4.5
TCT420	Psychology of Fear	4.5
TCT430	Ethno/Nationalist Terrorism	4.5
TCT435	Terrorist Support Networks	4.5
TCT440	Islamism and Terrorism	4.5

Must take all major core courses before enrolling in any of the major support core courses below.

Open Electives (27)

Choose any six courses.

Students may also include any course from support core courses if not previously taken as a major support core course.

CI3710	Internet Security	4.5
CI3715	Cybercrime and Information Systems	4.5
CI3725	Network Security	4.5
CJ2240	Introduction to Private Security	4.5
CJ2700	Cybercrime in Criminal Justice	4.5
CJ3005	Gangs in America	4.5
CJ3020/ PL3020	Serial Killers and the Law	4.5
CJ3030/ PL3030	Hate Crimes and the Law	4.5
CJ3050	Loss Prevention	4.5
CJ3400	Constitutional Law	4.5
CJ4000	Psychology and the Law	4.5
CJ4450	Security Operations Theory	4.5
CJ4500	Homeland Security and Terrorism	4.5
INT310	Fundamentals of Analysis	4.5
INT320	Propaganda and Disinformation	4.5
INT330	Writing for the Intelligence Professional	4.5
INT379	History of Intelligence, Part 1	4.5
INT380	History of Intelligence, Part 2	4.5
INT390	Covert Action	4.5
INT400	Counterintelligence	4.5
INT401	Interrogation and Interviewing Techniques	4.5
INT440	Technical Surveillance	4.5
INT445	Operational Security	4.5
INT460	Clandestine and Secure Communications	4.5
INT476	Intelligence Collection	4.5
INT477	Collection Management	4.5
INT525DC	Advanced Counterterrorism Analysis	4.5
PRO375	History of Executive/Dignitary Protection	4.5
PRO380	Conflict Resolution	4.5
PRO385	Etiquette and Rapport	4.5
PRO405	Consequence Management	4.5
PRO422	Building Security	4.5
PRO430	Travel and Hospitals	4.5
PRO432	Principal's Office and Residence	4.5
PRO433	Off-site Visits	4.5
PRO466	Advance Work	4.5
PRO494	Essentials of Executive Protection	4.5
SEC305	Offensive v. Defensive Security: Understanding the Broader Security Field	4.5
SEC320	Foundations of the Security Industry	4.5
SEC326	Foundations of Vehicular Security	4.5
SEC344	Protective Security Law	4.5
SEC360	Information Security	4.5
SEC366	Managing the Security Organization	4.5
SEC375	Workplace Violence, Workplace Security	4.5
SEC452	Infiltration Techniques	4.5
SEC486	Bomb Threat Management	4.5
TCT595DC	Advanced Counterterrorism Operations	4.5
TCT596DC	Origins, Evolutions, and Trends in Terrorism	4.5
TCT600DC	Advanced Counterterrorism	4.5

Students who do not have a 3.25 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, major support core, or open elective 500DC+ and 3000+ courses. Students must also maintain a grade of B or higher in all subsequent courses and complete the Master's application process.

General Education and Open Electives (90)

(Available for block transfer)

Communications

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

Mathematics

	Elective	9

Humanities

HU	Humanities Elective	4.5

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

Science

SC	Science Elective	4.5

General Education

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

	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
Gen ED or Open Electives		
	Gen Ed or Open Electives	45
1900-4990	Special Topics	3.5

STAND-ALONE CERTIFICATE PROGRAMS

Admission Requirements – see Admissions Section (p. 15)

Graduation Requirements

Successful completion of all certificate courses.

A minimum CGPA 2.0/4.0 scale in 3000 and 4000 level courses completed from this university. Payment of all financial obligations to the school.

Certificate in Accounting, Bookkeeping, and Auditing

The Accounting, Bookkeeping, and Auditing certificate is designed to help prepare students for an entry-level position in the accounting field. Students will learn how to produce financial records for organizations. Moreover, students will learn how to record transactions, update financial statements, and check records for accuracy.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Update and maintain accounting records to ensure accurate financial reporting.
- Use current technology and computer applications in support of business.

Required Courses (27 Credit Hours)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
AC2050	Accounting Software Applications	4.5
MT1050	Introduction to Business	4.5
	AC1000+, CI1000+, or MT1000 +Elective	4.5

Certificate in Business Administration*

*This certificate is not eligible for Title IV funding.

The certificate in Business Administration introduces important concepts and practices to develop a broad-based understanding of different functional areas within business including accounting, economics, finance, marketing, and management.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Use current technology and computer applications in support of business.
- Demonstrate effective communication skills.

Required Courses (22.5 Credit Hours)

(Students choose five courses from the list below; the course in bold type – **MT1050** – is required)

MT1050	Introduction to Business	4.5
AC1060	Principles of Accounting I	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG3000	Marketing	4.5
MT2050	Principles of Management	4.5
MT3550	Entrepreneurship and Small Business	4.5

Certificate in Computer Support Specialist

The Computer Support Specialist certificate prepares students to enter the exciting and challenging field of Information Technology. Individuals are prepared to enter the workforce as computer support specialists providing technical support, assistance, and advice to individuals and organizations that depend on information technology.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.

Required Courses (27 Credit Hours)

CI1320	Computer Concepts	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2440	Introduction to Computer Security	4.5
CI3010	Linux	4.5
CI3679	Windows Operating Systems and Server Administration Fundamentals	4.5

Certificate in Human Resource Management

The Human Resource Management certificate is designed to prepare students for entry-level positions in HR. Students will develop competencies in key areas including compensation and benefits, employee and labor relations, employment law, training and development, and strategic HR management.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Apply the principal concepts, theories, and practices in human resource management.

- Analyze human resource management issues from a strategic perspective.

Required Courses (31.5 Credit Hours)

MT2050	Principles of Management	4.5
MT3050	Human Resource Management	4.5
MT3080	Compensation and Benefits	4.5
MT3100	Employee and Labor Relations	4.5
MT3230/ PL 3230	Employment Law	4.5
MT4050	Training and Development	4.5
MT4420	Strategic Human Resource Management	4.5

Certificate in Management*

* This certificate is not eligible for Title IV funding.

The certificate in Management provides students with a broad-based understanding of key areas impacting the modern day manager. Individuals will acquire the necessary skills to manage the human and fiscal resources of small to large scale organizations.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Use current technology and computer applications in support of business.
- Demonstrate effective communication skills.

Required Courses (22.5 Credit Hours)

AC2760	Financial Accounting for Managers	4.5
EC2100	Microeconomics	4.5
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5

Certificate in Marketing*

* This certificate is not eligible for Title IV funding.

The certificate in Marketing provides students with a broad-based understanding of key concepts in marketing, including digital marketing, market research, consumer behavior and managing an organization's overall marketing efforts.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Develop a detailed and comprehensive strategy for marketing a product and/or service.

Required Courses (22.5 Credit Hours)

MG3000	Marketing	4.5
MG3050	Marketing Management	4.5
MG3350	Social Media Marketing	4.5
MG3500/ PS 3500	Consumer Behavior	4.5
MG4150	Marketing Research	4.5

Certificate in Network and Server Administrator

The Network and Server Administrator certificate provides students with an in-depth knowledge of network design and operation. Individuals will acquire the necessary skills to manage and provide technical support for a computer network. Students choose to focus on either Microsoft or Cisco networking to help prepare students to take either the Microsoft MCSE Server Administrator exam or the Cisco CCNA certification exam.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Demonstrate the technical skills required of network managers.

Required Courses (36 Credit Hours)

CI1320	Computer Concepts	4.5
CI2211	Internetworking Fundamentals	4.5
CI3679	Windows Operating Systems and Server Administration Fundamentals	4.5
CI4121	Installation, Storage, and Compute with Windows Server	4.5
CI4131	Networking with Windows Server	4.5
CI4141	Identity with Windows Server	4.5
CI4291	Interconnecting Cisco Network Devices I	4.5
CI4292	Interconnecting Cisco Network Devices II	4.5

Certificate in Office Applications and Software Support

The Office Applications and Software Support certificate is designed to prepare students with the knowledge and skills to provide support to administrative personnel in an office setting. In addition to gaining proficiency in the use of relevant software applications, students will also acquire a foundation of knowledge in customer service, accounting, and other business principles.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Utilize software application tools prevalent in an office setting.

Required Courses (27 Credit Hours)

AC1060	Principles of Accounting I	4.5
CI1150	Introduction to Computer Information	4.5

	Systems	
CI1230	Spreadsheets for Windows	4.5
MG2300	Customer Service Relations	4.5
MT1050	Introduction to Business	4.5
	AC1000+, CI1000+, or MT1000 +Elective	4.5

Certificate in Tourism and Hospitality Management

The certificate in Tourism and Hospitality Management will give students the knowledge and skills to help begin or advance in a hospitality-related career. Students will learn fundamental business principles, in addition to principles of tourism and hospitality. Course work includes coverage of event and convention management, destination tourism, and food service and lodging management.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Apply concepts and principles in tourism and hospitality management.

Required Courses (27 Credit Hours)

MT2050	Principles of Management	4.5
TM3000	Introduction to Tourism and Hospitality Management	4.5
TM3100	Event and Convention Management	4.5
TM3300	Destination Tourism	4.5
TM3400	Food Service and Lodging Management	4.5
TM4300	Tourism and Hospitality Marketing	4.5

Certificate in Web Development

The certificate in Web Development is intended for the information technology student who wants to develop skills in website design and development. Students will study the issues and challenges of creating and maintaining websites, interface usability, and how to maximize the effects that websites have on public and private companies, government and municipal agencies, and nonprofit organizations.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Demonstrate the technical skills required of web developers.

Required Courses (40.5 Credit Hours)

CI1320	Computer Concepts	4.5
CI2011	Introduction to Database	4.5
CI3091	Database Design and Management	4.5
CI3310	Website and Web Application Design	4.5
CI3315	Web Design and Programming	4.5
CI3380	Client Side Scripting and Open Communications	4.5
CI4035	Server-Side Applications with PHP and MySQL	4.5
CI4040	Designing User Interfaces & Multimedia	4.5
CI4085	Responsive Web Development	4.5

HPSSS Stand-Alone Certificate Programs

The stand-alone certificates in this section are NOT eligible for Title IV funding when taken outside of a full degree program.

These certificates may not make someone eligible for specific employment. States have differing laws governing licensure and certification of some of these professions.

Admission Requirements – see Admissions *Section*

Graduation Requirements

Successful completion of all certificate courses.

A minimum CGPA 2.0/4.0 scale in 300 and 400 level courses completed from this University. A minimum CGPA 3.0/4.0 scale in 500 and 600 level courses completed from this University. Payment of all financial obligations to the school.

Program Length 200 and 300 Level Courses

Students taking two courses at a time are considered to be part-time. Anything over two courses is considered full time. The average completion rate is one year. Students have a maximum of two years to complete each certificate program.

Program Length 400 and 500 Level Courses

Students taking two courses at a time are considered to be full-time. The average completion rate is one year. Students have a maximum of two years to complete each certificate program.

Maximum Full Time Student Load

Students enrolled in the certificate programs may take up to 18 quarter units per ten-week period without prior approval of the associate dean.

Certificate Awarded

At the completion of all of the certificate courses a Certificate of Completion will be awarded to the student. Students may also request a transcript of their work.

Counterterrorism Certificates

Entry-Level Certificate in Counterterrorism

This entry-level certificate is designed to give the student a more comprehensive knowledge of key definitional and conceptual issues to describe terrorists (including the sociological and psychological characteristics of both leaders and members) and identify their methods, including organizational structures, target selection criteria, operational tradecraft, weaponry, etc. This program examines the strategies, tactics, and techniques used to combat terrorism and will teach students to distinguish conceptually between defensive "anti-terrorism" approaches and offensive "counterterrorism" approaches. Students will learn to recognize and describe the securing of financing and weaponry, the criteria used for target selection (symbolic or representative nature, functional importance, and vulnerability), the preliminary surveillance of targets, the role played by the group's active and passive supporters (front groups, etc.), the exploitation of the media and post-facto claiming of responsibility, the avoidance of security force dragnets, and how terrorists react to and prosper from the action's fallout. And most importantly, students are given ample hands-on opportunity to learn, develop, and hone practical report-writing skills used throughout the intelligence community.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Employ information literacy skills to types of terrorist motivations and goals from other forms of violence.
- Apply what is known of historical foundations of terrorism to modern threats using conceptional reasoning skills.
- Distinguish between the various methods and philosophies of international counterterrorism.
- Adopt the mindset of a terrorist and engage in an extended revolutionary campaign.
- Demonstrate and hone practical report-writing skills used throughout the intelligence community.

Required Courses (18 Credit Hours)

INT330	Writing for the Intelligence Professional	4.5
TCT390	Foundations of Terrorism	4.5
TCT395	Counterterrorism	4.5
TCT396	Terrorist Techniques	4.5

Foreign Language Certificates

Language certificates (in Arabic, Dari, Farsi, French, Hindi, Mandarin Chinese, Portuguese, Russian, or Spanish) are designed to provide knowledge of oral and written communication skills in the language to broaden students' understanding of the culture and study of regions in which the language is spoken. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Employ applied technological skill and information literacy skills to apply knowledge of current events, cultural issues, and history of the country in which the language is spoken.
- Demonstrate ability to think critically and problem-solve in comprehending main ideas and some details of straightforward, well-organized texts; uncomplicated stories about current, past, and future events; some details in announcements; and main ideas and basic facts from short reports on radio or television.
- Apply knowledge of the language in comprehending and responding to information about straightforward, well-organized, and factual short news reports, biographical information, descriptions, simple technical material, and familiar people, places and events.
- Apply awareness of the cultures and societies associated with the regions in which the language is spoken.
- Communicate to converse about familiar topics, interview an employee, arrange for job-related services (salary, qualifications, hours, specific duties), give and take simple phone messages, leave voicemail, report facts from television, radio, or newspaper, discuss a trip, and converse about an everyday past or upcoming event.

Arabic Certificate

Requirements

Courses (18 Credit Hours)

ARA101	Beginning Arabic, Part 1	4.5
ARA102	Beginning Arabic, Part 2	4.5
ARA201	Intermediate Arabic, Part 1	4.5
ARA202	Intermediate Arabic, Part 2	4.5

Dari Certificate

Requirements

Courses (18 Credit Hours)

DARI101	Beginning Dari, Part 1	4.5
DARI102	Beginning Dari, Part 2	4.5
DARI201	Intermediate Dari, Part 1	4.5
DARI202	Intermediate Dari, Part 2	4.5

Farsi Certificate

Requirements

Courses (18 Credit Hours)

FRSI101	Beginning Farsi, Part 1	4.5
FRSI102	Beginning Farsi, Part 2	4.5
FRSI201	Intermediate Farsi, Part 1	4.5
FRSI202	Intermediate Farsi, Part 2	4.5

French Certificate

Requirements

Courses (18 Credit Hours)

FREN101	Beginning French, Part 1	4.5
FREN102	Beginning French, Part 2	4.5
FREN201	Intermediate French, Part 1	4.5
FREN202	Intermediate French, Part 2	4.5

Hindi Certificate

Requirements

Courses (18 Credit Hours)

HIND101	Beginning Hindi, Part 1	4.5
HIND102	Beginning Hindi, Part 2	4.5
HIND201	Intermediate Hindi, Part 1	4.5
HIND202	Intermediate Hindi, Part 2	4.5

Mandarin Chinese Certificate

Requirements

Courses (18 Credit Hours)

CHN101	Beginning Mandarin Chinese, Part 1	4.5
CHN102	Beginning Mandarin Chinese, Part 2	4.5
CHN201	Intermediate Mandarin Chinese, Part 1	4.5
CHN202	Intermediate Mandarin Chinese, Part 2	4.5

Portuguese Certificate

Requirements

Courses (18 Credit Hours)

PORT101	Beginning Portuguese, Part 1	4.5
PORT102	Beginning Portuguese, Part 2	4.5
PORT201	Intermediate Portuguese, Part 1	4.5
PORT202	Intermediate Portuguese, Part 2	4.5

Russian Certificate

Requirements

Courses (18 Credit Hours)

RUSS101	Beginning Russian, Part 1	4.5
RUSS102	Beginning Russian, Part 2	4.5
RUSS201	Intermediate Russian, Part 1	4.5
RUSS202	Intermediate Russian, Part 2	4.5

Spanish Certificate

Requirements

Courses (18 Credit Hours)

SPAN101	Beginning Spanish, Part 1	4.5
SPAN102	Beginning Spanish, Part 2	4.5
SPAN201	Intermediate Spanish, Part 1	4.5
SPAN202	Intermediate Spanish, Part 2	4.5

Urdu Certificate

Requirements

Courses (18 Credit Hours)

URDU101	Beginning Urdu, Part 1	4.5
URDU102	Beginning Urdu, Part 2	4.5
URDU201	Intermediate Urdu, Part 1	4.5
URDU202	Intermediate Urdu, Part 2	4.5

Intelligence Certificates

Entry-Level Certificate in Intelligence Analysis

This entry-level certificate is designed to give the student a more comprehensive understanding of how to employ sound critical thinking when examining and assessing the validity of various arguments and the value of diverse sources of information. Students will learn various techniques for analyzing raw intelligence, evaluating source credibility, distinguishing “signal” from “noise,” and testing hypotheses. Finally, students will learn to apply principles of sound research and evaluation to a wide spectrum of source materials, to identify and describe their strengths and weaknesses, and to interpret the material obtained from them properly, while keeping potentially large amounts of information organized and accessible.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Demonstrate a systematic approach to critical thinking and explain its concepts and governing rules with regard to the context in which thinking occurs.

- Distinguish between good and bad arguments.
- Distinguish the differences, and similarities, between intelligence writing and writing in other intellectual professions.
- Describe the various audiences for which intelligence professionals write and orally present, and the special demands and requirements of each.
- Demonstrate a solid understanding of the intelligence analysis process in order to successfully apply it in various intelligence production projects.

Required Courses (18 Credit Hours)

INT305	Advanced Critical Thinking and Logic	4.5
INT310	Fundamentals of Analysis	4.5
INT315	Open Source Research	4.5
INT330	Writing for the Intelligence Professional	4.5

Certificate in Intelligence Collection

This certificate is designed to give the student a more comprehensive knowledge of the overt and covert intelligence requirements and reporting, intelligence-specific vocabulary, and the breadth and complexity of the U.S. Intelligence Community today. This certificate provides the student with an overview of surveillance, including the background and history of contemporary surveillance devices, proper procedures for using surveillance devices for intelligence gathering, and basic use of surveillance. Students will learn to apply principles of sound research and evaluation to a wide spectrum of source materials, to identify and describe their strengths and weaknesses, and to interpret the material obtained from them properly, while keeping potentially large amounts of information organized and accessible. And finally, students will learn to explain the differences between interrogation and elicitation and to conduct effective debriefing, cross examination, and related questioning skills.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Develop an understanding of the role of intelligence analysis, and intelligence products, customers, etc.
- Differentiate positive intelligence collection from counterintelligence and the security of information.
- Demonstrate Open Source Intelligence methods via field exercises.
- Discuss the difference between interview and interrogation and a general overview of the process.
- Discuss the significance of choosing the right approach, as well as preparation and strategy.

Required Courses (18 Credit Hours)

INT300	Fundamentals of Intelligence	4.5
INT315	Open Source Research	4.5
INT401	Interrogation and Interviewing Techniques	4.5
INT476	Intelligence Collection	4.5

Certificate in Intelligence Collection and Analysis

This certificate is designed to give the student a fundamental knowledge of the processes for intelligence collection and of the information used for intelligence analysis. This certificate provides the student with an opportunity to practice intelligence collection skills while navigating various collection resources, including Open Source resources. Students will learn to refine their collection and analysis skills and apply them to real-world events. And, most importantly, students will demonstrate their ability to refine information into an intelligence product.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Identify the sources of the information used for intelligence analysis and evaluate the credibility and reliability of a source of information.
- Demonstrate fluency in navigating Open Source Intelligence resources.
- Assess which intelligence capabilities should be used in order to support specific mission sets in support to business, law enforcement, and military requirements.
- Relate real-world collection requirements and events that professionals could be involved in collecting against, while at the same time understanding the legal constraints.
- Develop reports and presentations that demonstrate an ability to differentiate between the intelligence disciplines and their capabilities.

Required Courses (13.5 Credit Hours)

INT310	Fundamentals of Analysis	4.5
INT315	Open Source Research	4.5
INT476	Intelligence Collection	4.5

Nuclear-Related Certificates

Henley-Putnam School of Strategic Security offers these certificates as evidence of education and professional competence. Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches many of the courses. The DNWS has a unique history as a nuclear weapons training school since 1947 and operates the only radiological training sites within the Department of Defense. These training sites, thorium-seeded fields, provide a realistic environment for students to apply classroom knowledge in a radiological environment. Students wear the proper personal protective gear to use sensitive radioactivity detection and monitoring

instruments in complex scenarios with seeded-radioactive sources in the air, soil, railroad cars, shipping containers, and wrecked aircraft. Courses may be subject to particular admissions criteria, including verification of student prerequisite qualifications, professional position and educational requirement, valid security clearance with special access, and military service/organizational quotas.

Certificate in Applied Radiologic Response Techniques

Applied Radiological Response certification is the practical application of the necessary skills for an initial evaluation of a radiological incident / accident environment. Students will apply the basic theory of radiation sciences and concepts of radiological response focusing on applied radiological problem-solving methods in both classroom and controlled environment actual hands-on radiological experiences and interpretations of survey data.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Apply radiological problem-solving methods
- Demonstrate the use of writing skills essential to accurate and comprehensive generation of reports for fire, theft, threat, trespass, vandalism, assault, injury and other security-related incidents
- Apply the basic principles of military strategy and tactics and cite examples from the history and evolution of warfare
- Explain the strategic and tactical utility of each type of CBRN weapon in various kinds of conflict
- Synthesize and reflect upon knowledge gained upon certificate completion

Required Courses (21 Credit Hours)

DNWS NR401	Applied Radiological Techniques Level 2 (ARRT-2)	4.5
NUC350	Principles of Grand Strategy	4.5
NUC415	Chemical, Biological, Radiological and Nuclear Weapons	4.5
SEC300	Certificate Portfolio	3
SEC340	Effective Writing for the Security Professional	4.5

Certificate in Consequence Assessment - GEOINT

This certificate provides students with concepts and skills to analyze mass-casualty events using the ESRI ArcMap software in conjunction with DTRA hazard modeling tools. Students will apply learning within the context of model-ing, mapping, visualization, and consequence assessment using DTRA hazard modeling and assessment tools. Students will receive fundamentals to analyze raw data and model it so it can be used by the security industry and consequence managers.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Apply learning within the context of model¬ing, mapping, visualization, and consequence assessment using DTRA hazard modeling and assessment tools
- Analyze mass-casualty events using the ESRI ArcMap software in conjunction with DTRA hazard modeling tools
- Construct consequence and contingency plans to meet both natural and man-made emergencies
- Describe the future of the industry and the role that client protective services will play as threats increase
- Synthesize and reflect upon knowledge gained upon certificate completion

Required Courses (21 Credit Hours)

DNWS CM101	Geospatial Intelligence for Consequence Assessment (GACA)	4.5
INT310	Fundamentals of Analysis	4.5
PRO405	Consequence Management	4.5
SEC300	Certificate Portfolio	3
SEC320	Foundations of the Security Industry	4.5
	OR	
300+	Strategic Security Elective	4.5

Certificate in Consequence Assessment - WMD

This certificate provides students with concepts and skills of consequence assessments of weapons of mass destruction. Students will achieve an initial level of competency in the modeling of hazard releases using the fundamentals of analysis. Students learn in a collaborative, Net-centric environment by recognizing the IWMDT toolset, understanding and applying graphical user interface operations, and implementing and assessing consequence assessment initiatives to meet the users' mission requirements.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Understand and apply graphical user interface operations
- Implement and assess consequence assessment initiatives to meet mission requirements
- Construct consequence and contingency plans to meet both natural and man-made emergencies

- Describe the future of the industry and the role that client protective services will play as threats increase
- Synthesize and reflect upon knowledge gained upon certificate completion

Required Courses (21 Credit Hours)

DNWS CM260	Integrated Weapons of Mass Destruction Toolset-Consequence Assessment (IWMDT-CA)	4.5
INT310	Fundamentals of Analysis	4.5
PRO405	Consequence Management	4.5
SEC300	Certificate Portfolio	3
SEC320	Foundations of the Security Industry	4.5
	OR	
300+	Strategic Security Elective	4.5

Certificate in Consequence Modeling

This certificate provides students with advanced concepts and features concepts and basic skills of DTRA CBRNE hazard modeling in an integrated function-centric approach. Students will learn the basic concepts of radiation, radio communications, radio frequency, propagation, and optic modeling tools. Students will also get the basics skills to simulate and assess the effects of CBRN weapons strikes and incidents. Students will apply learning within the context of modeling, mapping, visualization, and consequence assessment using DTRA hazard modeling and assessment tools to gain an understanding of using overlay hazard areas on maps or common operations pictures and may receive in a class room environment be exposed to incident commander's CBRN decision-making.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Apply knowledge of basic concepts of radiation, radio communications, radio frequency (RF), propagation, and optics modeling tools in a hands on training environment (ASSIST); OR apply comprehensive hazard or risk assessment process (GACA); OR simulate and assess the effects of CBRN weapon strikes and incidents (JEM)
- Apply principles of research and evaluation to source materials, to identify, assess, and interpret them accurately
- Construct consequence and contingency plans to meet both natural and man-made emergencies
- Describe the future of the industry and the role that client protective services will play as threats increase
- Synthesize and reflect upon knowledge gained upon certificate completion

Required Courses (21 Credit Hours)

DNWS CM130	Joint Effects Model Operator Course (JEM)	4.5
	OR	
DNWS CM270	Advanced System Survivability Integrated Simulation Toolkit (ASSIST)	4.5
	OR	
DNWS R021	Geospatial Intelligence for Consequence Assessment -Level 2 (GACA-2)	4.5
INT315	Open Source Research	4.5
PRO405	Consequence Management	4.5
SEC300	Certificate Portfolio	3
SEC320	Foundations of the Security Industry	4.5

Certificate in Hazard Prediction and Assessment Capability (HPAC)-CBR

This certificate provides students with a higher level of proficiency in modeling and analysis of CBR hazard release using HPAC. Students will learn to apply and demonstrate HPAC source term functionality, computation methodologies, translating, and communicating results. The CBR modeling certificate is designed to recognize and document the completion of a comprehensive training program focused on specific hazard protection modeling tools. This certificate emphasizes the chemical, biological, and radiological aspects of this area and is designed to support Weapons of Mass Destruction Civil Support Teams (WMD-CSTs), Consequence Management Advisory Teams (CMAT); Combatant Commands, and DoD, federal, state, and local emergency managers and planners.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Apply and demonstrate HPAC source term functionality, computation, methodologies, translating, and communicating results
- Recognize and analyze different classes, makes, and configurations of contemporary weapons
- Identify the existence and assess the magnitude of a threat is an essential skill in the fields of protection management, intelligence and counterterrorism
- Evaluate the capabilities and motivation of potential attackers
- Synthesize and reflect upon knowledge gained upon certificate completion

Required Courses (21 Credit Hours)

DNWS CM150	Hazard Prediction and Assessment Capability Level 2-Chemical, Biological, Radiological (HPAC-2-CBR)	4.5
INT310	Fundamentals of Analysis	4.5
NUC410	Weapons Systems	4.5

	OR	
300+	Strategic Security Elective	4.5
PRO398	Fundamentals of Threat Assessment	4.5
SEC300	Certificate Portfolio	3

Certificate in Hazard Prediction and Assessment Capability (HPAC)-Nuclear

This certificate provides students with a higher level of proficiency in modeling and analysis of nuclear hazard release using HPAC. Students will learn to apply and demonstrate HPAC source term functionality, computation methodologies, translating, and communicating results. The nuclear modeling certificate is designed to recognize and document the completion of a comprehensive training program focused on specific hazard protection modeling tools. This certificate emphasizes the nuclear aspect of this area and is designed to support Weapons of Mass Destruction Civil Support Teams (WMD-CSTs), Consequence Management Advisory Teams (CMAT); Combatant Commands, and DoD, federal, state, and local emergency managers and planners.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Apply and demonstrate HPAC source term functionality, computation methodologies, translating, and communicating results
- Recognize and analyze different classes, makes, and configurations of contemporary weapons
- Identify the existence and assess the magnitude of a threat is an essential skill in the fields of protection management, intelligence and counterterrorism
- Employ procedures for examining vulnerabilities to attack
- Synthesize and reflect upon knowledge gained upon certificate completion

Required Courses (21 Credit Hours)

DNWS	Hazard Prediction and Assessment	4.5
CM151	Capability Level 2-Nuclear (HPAC-2-N)	
INT310	Fundamentals of Analysis	4.5
NUC410	Weapons Systems	4.5
	OR	
300+	Strategic Security Elective	4.5
PRO398	Fundamentals of Threat Assessment	4.5
SEC300	Certificate Portfolio	3

Certificate in Integrated Munitions Effects Assessment - Conventional

This certificate provides students with concepts and skills of integrated munitions effects assessments of a conventional strike. Students will obtain target models, create attack plans, and analyze and interpret results. Students will apply learning within the context of modeling, mapping, visualization, and consequence assessment using DTRA hazard modeling and assessment tools. Students will acquire initial and advanced skills in the application of integrated munitions effects assessments to conventional strike capabilities and limitations and an initial level of competency in modeling of conventional munitions hazard releases. Students will learn in a collaborative, Net-centric environment, understanding and applying graphical interface operations, and implementing and analyzing consequence assessments.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Import and create target models
- Assess consequence to WMD scenarios
- Analyze weapons' capability influence tactics by comparing and contrasting doctrine from witnessed employment
- Assess the nature of the threat terrorists pose to global security
- Synthesize and reflect upon knowledge gained upon certificate completion

Required Courses (21 Credit Hours)

DNWS	Integrated Munitions Effects	4.5
CM180	Assessment- Level 2-Conventional (IMEA-2-C)	
NUC410	Weapons Systems	4.5
SEC300	Certificate Portfolio	3
SEC486	Bomb Threat Management	4.5
TCT390	Foundations of Terrorism	4.5
	OR	
300+	Strategic Security Elective	4.5

Certificate in Integrated Munitions Effects Assessment - Nuclear

This certificate provides students with concepts and skills of integrated munitions effects assessments of a nuclear strike. Students will obtain target models, create attack plans, and analyze and interpret results. Students will apply learning within the context of modeling, mapping, visualization, and consequence assessment using DTRA hazard modeling and assessment tools. Students will

acquire initial and advanced skills in the application of integrated munitions effects assessments to nuclear strike capabilities and limitations and an initial level of competency in modeling of conventional munitions hazard releases. Students will learn in a collaborative, Net-centric environment, understanding and applying graphical interface operations, and implementing and analyzing consequence assessments.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Import and create target models
- Analyze weapons' capability influence tactics by comparing and contrasting doctrine from witnessed employment
- Examine and recognize different classes, makes, and configurations of contemporary weapons
- Identify the issues that affect the determination of threat management policy
- Assess the nature of the threat terrorists pose to global security

Required Courses (21 Credit Hours)

DNWS	Integrated Munitions Effects	4.5
CM181	Assessment- Level 2-Nuclear (IMEA-2-N)	
NUC410	Weapons Systems	4.5
SEC300	Certificate Portfolio	3
SEC486	Bomb Threat Management	4.5
TCT390	Foundations of Terrorism	4.5

Certificate in Nuclear Emergency Team Operations

This certificate is an exploration of the biological effects of radiation and concepts of radiological response related to nuclear emergencies. Students will focus on basic nuclear physics, response processes and capabilities, radiation detection equipment, contamination processes and procedures and command and control.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Describe the characteristics of CBRN agents, delivery systems, and the psychological aspects of CBRN weapons
- Explain the strategic and tactical utility of each type of CBRN weapon in various kinds of conflict
- Construct consequence and contingency plans to meet both natural and man-made emergencies
- Utilize knowledge of security organization management both in discussion and in providing protection for specific assets and activities
- Synthesize and reflect upon knowledge gained upon certificate completion

Required Courses (21 Credit Hours)

DNWS NR130	Advanced Diagnostic Training 1 (ADT-1)	4.5
NUC415	Chemical, Biological, Radiological and Nuclear Weapons	4.5
PRO405	Consequence Management	4.5
SEC300	Certificate Portfolio	3
SEC366	Managing the Security Organization	4.5

Certificate in Nuclear Weapons Operations and Policy

This certificate is an exploration of the biological effects of radiation and concepts of radiological response related to nuclear emergencies. Students will focus on basic nuclear physics, response processes and capabilities, radiation detection equipment, contamination processes and procedures and command and control.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Explain and discuss nuclear weapon capabilities, and effects as well as U.S. nucle-ar policy, and joint nuclear doctrine (NW 305)
- Explain and discuss evolution of U.S. nuclear weapons policy, nuclear deterrence theory, applications of nuclear weapons within the instruments of national policy, factors influencing policy, foreign nation nuclear weapons drivers, and proliferation concerns (NW 401)
- Explain the strategic and tactical utility of each type of CBRN weapon in various kinds of conflict
- Recognize the primary cause and dynamics of conflict and identify appropriate means of conflict resolution, mediation, negotiation, and basic diplomacy for a given situation
- Synthesize and reflect upon knowledge gained upon certificate completion

Required Courses (21 Credit Hours)

DNWS NW305	Theater Nuclear Operations Course (TNOC)	4.5
	OR	
DNWS NW401	Nuclear Policy (NUCPOL)	4.5
NUC350	Principles of Grand Strategy	4.5
NUC415	Chemical, Biological, Radiological and Nuclear Weapons	4.5
PRO380	Conflict Resolution	4.5
	OR	
300+	Strategic Security Elective	4.5

SEC300	Certificate Portfolio	3

Strategic Security and Protection Management Certificates

Entry-Level Certificate in Executive Protection

This entry-level certificate is designed to give the student a firm understanding of why this career is more than just "body-guarding." Executive protection in today's world involves understanding the techniques necessary to prevent an incident, not just how to respond in time of danger. This certificate defines some of the most important issues in executive protection. Finally, this certificate will help the student better understand the value of advances as well as how to better recognize potential threats in order to implement effective defense measures.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Identify essential qualities the security professional, past and present, must possess to better achieve his/her mission.
- Recognize the various means and methods of protecting a person(s)including various defensive tactics and self defense measures for the protective agent to utilize.
- Recognize the methods used to assess potential threats.
- Illustrate the different complexities associated with advance work including a variety of logistical considerations.
- Discuss and evaluate ethical problem solving especially as it relates to executive protection.

Required Courses (18 Credit Hours)

PHIL400	Ethics of Security and Counterterrorism	4.5
PRO375	History of Executive/Dignitary Protection	4.5
PRO466	Advance Work	4.5
PRO494	Essentials of Executive Protection	4.5

Certificate in Executive Protection and Event Management

Multi-disciplinary certificate in Executive Protection and Event Management. This certificate combines various aspects of advance work for executive protection with the additional aspect of event management. It addresses the necessary planning, preparation and threat assessment protocols for offsite visits to include building security. It also addresses various aspects of event management and ways to apply protection management aspects to their event planning.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Apply terms and concepts related to professionally managed meetings including destination options and issues that affect the professional meeting planner.
- Research information necessary to conduct and write a proper advance, security plan, and risk assessment.
- Evaluate a proposed protective security assignment and develop security plans to counter actual or perceived threats.
- Research, describe and articulate the practice of building security through planning and designing.
- Analyze the primary differences between safety and security, including the appropriate level of protection required and utilization of limited resources.

Required Courses (18 Credit Hours)

PRO422	Building Security	4.5
PRO433	Off-site Visits	4.5
PRO466	Advance Work	4.5
TM3100	Event and Convention Management	4.5

Certificate in Homeland Security and Consequence Management

This certificate is designed to give the student knowledge of threat assessment and consequence management in the context of homeland security. Students earning this certificate will learn the functions and goals of national response systems, and they will apply what they learn to actual events. They will also learn how to select and apply the correct methods of threat assessment in a variety of contexts, such as the workplace, public safety, and infrastructure protection. The certificate will provide knowledge regarding the core and specialized activities within a security organization, their interrelationships, as well as how and why various security functions are organized.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Identify, through independent research, the various elements of state, federal (including Department of Homeland Security), and local emergency management systems to be used in the prevention of a terrorist attack and the way they interact.
- Research the FEMA Incident Command System (ICS) and analyze its effectiveness at identification and proactive engagement in mitigating large-scale man-made events.
- Demonstrate effective written communication by creating an emergency management plan for a local

event that details effective rapid deployment to a man-made WMD event.

- Examine the role of security as it pertains to protecting individuals; build and defend a security plan taking into account different threat scenarios.
- Analyze domestic terrorism and homeland security to include current and future issues faced by homeland security.

Required Courses (18 Credit Hours)

CJ4500	Homeland Security and Terrorism	4.5
PRO398	Fundamentals of Threat Assessment	4.5
PRO405	Consequence Management	4.5
SEC366	Managing the Security Organization	4.5

Certificate in Information and Network Security

The information age has brought with it added vulnerabilities, especially regarding electronic information and computer networks, but also added opportunities for intelligence gathering. Students taking this certificate will be able to identify the dangers and opportunities presented by information warfare. They will be able to describe and explain basic cyber warfare strategies and tactics. Students will be able to secure a computer network through such measures as proactive vulnerability analysis, firewalls, and secure remote access. Additionally, they will be introduced to fundamental principles in the field of cybercrime, intrusion detection technics, and/or techniques and tools of computer forensics investigations.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Discuss concepts, principles and standards for designing and implementing secure operating systems and networked systems
- Discuss legal, privacy, and ethical issues in computer security
- Investigate traditional and current computer crimes and examine various efforts to combat cybercrime.
- Examine and apply the fundamentals of wireless security.
- Examine computer forensics and investigations and various tools and techniques used.

Required Courses (13.5 Credit Hours)

SEC360	Information Security	4.5

Elective Options - Students complete 2 courses from the list below

CI3710	Internet Security	4.5
CI3715	Cybercrime and Information Systems	4.5
CI3725	Network Security	4.5
CI3730	Computer Forensics	4.5

Certificate in Introduction to Private Security

This multi-disciplinary certificate introduces students to the basics of security to include legal aspects of security, workplace violence, and managing the security organization. These principles are then applied to private security. All aspects of private security including a historical and philosophical perspective are examined.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Explore private security concepts, tools, systems integration, and law.
- Examine the legal standing of civilian security personnel, with emphasis placed on the responsibilities of security personnel.
- Explain how to address common issues facing working practitioner such as background checks, searches of computers and other property, investigations into misconduct, workplace violence prevention, employee monitoring, and preservation of corporate assets/ intellectual property.
- Identify and synthesize specific policies and procedures that can help the employer prevent acts of revenge in the workplace.
- Examine workplace violence from a leadership perspective to include writing a plan; develop a security organization with traditional concerns.

Required Courses (18 Credit Hours)

CJ2240	Introduction to Private Security	4.5
SEC344	Protective Security Law	4.5
SEC366	Managing the Security Organization	4.5
SEC375	Workplace Violence, Workplace Security	4.5

Certificate in Organization Culture, Change, and Conflict

This multi-disciplinary certificate combines various organizational principles with the principles of conflict resolution. This certificate will address culture at the national, industrial, organizational, and sub-organizational levels. Leaders at these levels must have an understanding of conflict resolution. This certificate provides that understanding.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Apply terms and concepts related to organizational culture and development and outline the organizational leader's role in building culture.
- Conduct research that allows student to differentiate between the styles of communication typical in management settings.
- Differentiate between the causative factors of conflict and explain them.
- Create and defend a codex of conflict resolution typologies.
- Demonstrate the ability to perform a group conflict assessment and other context-specific communications.

Required Courses (13.5 Credit Hours)

OL4100	Organizational Culture and Leadership	4.5
OL4300	Organizational Development and Change	4.5
PRO380	Conflict Resolution	4.5

Certificate in Physical Security and Risk Assessment

This certificate is designed to give the professional in the Security field or the student who is considering getting into the corporate, government or law enforcement security field, a comprehensive knowledge of building, perimeter, and workplace security and skills to assess potential threats to these areas. Students taking this certificate will learn how to differentiate between safety and security. Students will develop understandings about how to detect the behavior traits that lead people to commit workplace violence while also developing understandings of how to prevent workplace violence. And finally, students will practice writing the relevant products related to the field.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Research, describe and articulate the practice of building security through planning and designing and integration of security, safety, surveillance, intelligence and management (S3IM).
- Research and categorize the dynamics between an aggressor and a victim's personalities.
- Examine the role of security as it pertains to protecting individuals.
- Assess any common behavioral traits that might exist in individuals who commit or attempt to commit acts of homicide as a means of revenge.
- Identify and synthesize specific policies and procedures that can help the employer prevent acts of revenge in the workplace.

Required Courses (13.5 Credit Hours)

PRO398	Fundamentals of Threat Assessment	4.5
PRO422	Building Security	4.5
SEC375	Workplace Violence, Workplace Security	4.5

Certificate in Private Security

This multi-disciplinary certificate takes the fundamentals of Private Security and combines them with various aspects of strategic security and executive protection. Students may tailor the certificate's academic focus by pairing any three courses. This may be repeated to receive additional certificates by selecting three different courses. This certificate covers ethics and etiquette. It also covers the foundations of security along with the specifics of offensive versus defensive security, vehicular and building security. It can also be tailored to meet the needs of the protection professional through courses in working with Principals at their office, work, and other offsite venues.

Outcomes:

Upon completion of this certificate, students will be able to do the following (the learning outcomes will vary depending on the courses chosen but would include):

- Examine the history and professionalization of private security.
- Analyze the business of the private security industry.
- Explore private security concepts, tools, systems integration, and law.
- Analyze premises and business security.
- Explore personal, employment-related security, and homeland security.

Could also include

- Research principles, concepts, techniques, rules, and ethics in the intelligence, counterterrorism and protection professions
- Research, describe and articulate the practice of building security through planning and designing.
- Research information necessary to conduct a proper advance, security plan, and risk assessment.
- Describe security advance planning in the context of protective security operations and identify actions and resources to accomplish an effective advance
- Demonstrate the fundamental concepts of executive protection, including agent-client relations, vehicle security, threat assessment, office and residential security, basic team management and communications, and advance work
- Discuss the advantages and disadvantages of operating defensively and reactively, as well as offensively & proactively.
- Research and evaluate the importance of the "mechanics" and subtleties of professional protective driving.

- Explain proper social interaction for formal and informal situations as encountered by a security professional.

Required Courses (18 Credit Hours)

CJ2240	Introduction to Private Security	4.5

Students complete 3 courses from the list below.

PHIL400	Ethics of Security and Counterterrorism	4.5
PRO385	Etiquette and Rapport	4.5
PRO422	Building Security	4.5
PRO430	Travel and Hospitals	4.5
PRO432	Principal's Office and Residence	4.5
PRO433	Off-site Visits	4.5
PRO466	Advance Work	4.5
PRO494	Essentials of Executive Protection	4.5
SEC305	Offensive v. Defensive Security: Understanding the Broader Security Field	4.5
SEC320	Foundations of the Security Industry	4.5
SEC326	Foundations of Vehicular Security	4.5
SEC366	Managing the Security Organization	4.5

Certificate in Security

This certificate is designed to give the student a more comprehensive knowledge of the security industry in the last half of the 20th century and an understanding of its scope and growth. Students will learn how to develop safe discipline and termination methods, the management of violent and potentially violent incidents, and the role of security personnel in their efforts to protect employees. Students taking this certificate will be able to identify the dangers and opportunities presented by information warfare. And most importantly, students are given ample hands-on opportunity to learn, develop, and hone practical report-writing skills used throughout the security community.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Discuss concepts, principles and standards for designing and implementing secure operating systems and networked systems.
- Demonstrate practical report-writing skills used throughout the security community.
- View security as a discipline and thus show how to distinguish the differences between the roles of law enforcement and private security.
- Identify the concepts and methods of risk mitigation and security resources to then organize and manage a security function.
- Summarize where and how to access additional information about security practices, related trade or professional organizations, service and product providers, education, regulations and certifications.

Required Courses (18 Credit Hours)

INT330	Writing for the Intelligence Professional	4.5
SEC320	Foundations of the Security Industry	4.5
SEC360	Information Security	4.5
SEC375	Workplace Violence, Workplace Security	4.5

Certificate in Security Management

This certificate is designed to give the student a more comprehensive knowledge of managing the security organization, including how to resolve issues around consequences and conflict. Students will learn how to identify types of conflict and resolve them safely and professionally. Students taking this certificate will be able to differentiate and understand how federal, state, local, and emergency assets interact so that in the case of a terrorist event, the student can discern the most appropriate and efficient response.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Differentiate between the causative factors of conflict and explain them.
- Identify, through independent research, the various elements of state, federal, including Department of Homeland Security, and local emergency management systems and how they interact to be used in the prevention of a terrorist attack.
- Demonstrate effective written communication by creating an emergency management plan for a local event that details effective rapid deployment to a man-made WMD event.
- Explain how documents on the information age were so influential on security practices and apply that information to security settings.
- Examine workplace violence from a leadership perspective.

Required Courses (13.5 Credit Hours)

PRO380	Conflict Resolution	4.5
PRO405	Consequence Management	4.5
SEC366	Managing the Security Organization	4.5

Certificate in Security Operations

This certificate presents a global view of security along with the practical application of physical, financial, and cyber security principles. Covered material includes a focus on management topics such as planning, budgeting, and dealing with decision-makers; other topics explored include physical security management, the legal aspects of security,

and asset protection, policies, and procedures for specific industries. Additionally, conflict resolution and ethics will be addressed to complete the picture of the theoretical aspects of security operations.

Outcomes:

Upon completion of this certificate, students will be able to do the following:

- Explore the theory, goals, and history of security operations.
- Analyze the various threats to safety and security and evaluate the legal aspects of security.
- Create and defend a codex of conflict resolution typologies.
- Research principles, concepts, techniques, rules, and ethics in the intelligence, counterterrorism and protection professions.
- Evaluate moral arguments based on moral perspectives, imagination, and reasoning and evaluate ethical problem solving.

Required Courses (13.5 Credit Hours)

CJ4450	Security Operations Theory	4.5
PHIL400	Ethics of Security and Counterterrorism	4.5
PRO380	Conflict Resolution	4.5

SUSPENDED PROGRAMS

Business Administration, BS, Emphasis in Accounting

Managers today often need skills in financial management. The accounting emphasis provides the student with a strong background in financial accounting 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 financial management. This option does not prepare the student for the Certified Public Accountant Examination.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Accounting Requirements

180 Credits

Business Administration Major Core (64.5)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT3500/CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

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

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

Accounting Emphasis Core (27)

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

AC3050	Intermediate Accounting I	4.5
AC3100	Intermediate Accounting II	4.5
AC3150	Intermediate Accounting III	4.5
AC3400	Federal Income Tax I	4.5
AC3450	Federal Income Tax II	4.5
AC3560	Accounting Information Systems	4.5

AC3050, AC3100, AC3150: Required

Open Electives (22.5)

MT6000DC+	Elective	
	OR	
	Elective	4.5
	Open Electives	18

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

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

EN1300	Composition II	4.5
EN2100	Speech	4.5

	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

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, BS, Emphasis in Entrepreneurship

Whether in the corporate or private business setting, entrepreneurship is an essential ingredient for success in the business field. Entrepreneurs serve as catalysts for economic growth by recognizing business opportunities and finding innovative ways to leverage those opportunities.

The Bachelor of Science Business Administration Emphasis in Entrepreneurship program prepares students to think like entrepreneurs and to utilize entrepreneurial tools and strategies, including opportunity scanning, product/service development plans, and pro forma financial statements to achieve success in the creation of new business ventures.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Entrepreneurship Requirements

180 Credits

Business Administration Major Core (64.5)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT3500/ CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

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

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

Entrepreneurship Emphasis Core (27)

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

MT3550	Entrepreneurship and Small Business	4.5
MT3600	Strategic Entrepreneurship	4.5
MT3650	Business Plan Development	4.5
MT4140	Innovation, Creativity, and New Product Development	4.5
MT4240	International Entrepreneurship	4.5
MG6600	Internet Marketing	4.5
	OR	
3000+	Elective	4.5

MG6660: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit

may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

Open Electives (22.5)

General Education Core (66)

(Available for block transfer)

Communications		
EN1150	Composition I	4.5
Science		
SC	Science Electives	9
Humanities		
	Humanities Electives	9
Behavioral/Social Science		
	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications		
EN1300	Composition II	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5
Mathematics		
MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5
General Education		
CS1201	Juggling College, Life, and Career: Set Up for Success!	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Business Administration, BS, 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.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Financial Management Requirements

180 Credits

Business Administration Major Core (64.5)		
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT3500 /CI3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

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

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

Financial Management Emphasis Core (27)

Choose 27 of the 40.5 credits listed below.

FN3010	Business Finance II	4.5
FN3050	Investments and Portfolio Management	4.5
FN3060	Corporate Investment Decisions	4.5
FN3100	Risk Management and Insurance	4.5
FN3200	Financial Statement Analysis	4.5
FN3600	International Financial Management	4.5
FN4055	Financial Institutions and Markets	4.5
FN4500	Financial Case Analysis	4.5
FN4800-4840	Finance Internship	4.5-13.5
MT6000DC+	Elective OR Elective	4.5
	Open Electives	18

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

FN3010, FN4500: Required

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core and the 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, BS, 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.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Human Resource Management Requirements

180 Credits

Business Administration Major Core (64.5)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5

AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT3500/ CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

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

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

Human Resource Management Emphasis Core (27)

MT6320	Employee Evaluation and Compensation	4.5
	OR	
MT3080	Compensation and Benefits	4.5
MT3100	Employee and Labor Relations	4.5
MT3230/ PL3230	Employment Law	4.5
MT4050	Training and Development	4.5
MT4420	Strategic Human Resource Management	4.5
MT4501	Human Resource Management Internship	4.5
	OR	
MT4505	Human Resource Management Action Research Project	4.5

MT6320: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

Open Electives (22.5)

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

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, BS, 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.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Management Requirements

180 Credits

Business Administration Major Core (64.5)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT3500/ CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

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

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

Management Emphasis Core (27)

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

MT3000+	Electives	18
MT3230/ PL 3230	Employment Law	4.5
MT6570	International Business	4.5
	OR	
MT4300	Management Across Cultures	4.5

MT6570: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

Open Electives (22.5)

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

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, BS, Emphasis in Management Information Systems

In today's competitive business world, every company needs quality information for sound decision-

making. NAU's Business Administration in Management Information System degree will help you learn the skills needed to handle the challenges of managing an organization's information resources. You will learn how to leverage technology to create innovative solutions focused on your internal customers. Our experienced faculty will create a caring and supportive learning environment where you can thrive. Learn more about the Business Administration in Management Information System degree and give your career a boost in this information age.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Management Information Systems Requirements

180 Credits

Business Administration Major Core (64.5)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT3500/ CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

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

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

Management Information Systems Emphasis Core (27)

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

CI1320	Computer Concepts	4.5
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
MT6621	Intermediate Project Management	4.5
	OR	
MT4230/ CI 4220	Project Management	4.5
CI4221	Systems Analysis and Design	4.5
CI2020	Visual Basic	4.5
	OR	
CI2040	C# Programming	4.5
	OR	
CI3091	Database Design and Management	4.5
	OR	
CI3310	Website and Web Application Design	4.5

MT6570: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

Open Electives (22.5)

	Open Electives	22.5

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

EN1300	Composition II	4.5

EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

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, BS, 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.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Marketing Requirements

180 Credits

Business Administration Major Core (64.5)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT3500/CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

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

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

Marketing Emphasis Core (27)

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

MG3000+	Electives	9
MG3050	Marketing Management	4.5
MG3350	Social Media Marketing	4.5
MG3500/ PS 3500	Consumer Behavior	4.5
MG4150	Marketing Research	4.5

Open Electives (22.5)

MT6000DC+	Elective	
	OR	
	Elective	4.5
	Open Electives	18

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

General Education Core (66)

(Available for block transfer)

Communications		
EN1150	Composition I	4.5
Science		
SC	Science Electives	9
Humanities		
	Humanities Electives	9
Behavioral/Social Science		
	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications		
EN1300	Composition II	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5
Mathematics		
MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5
General Education		
CS1201	Juggling College, Life, and Career: Set Up for Success!	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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

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

Business Administration, BS, Emphasis in Retail Management

Do you thrive in a fast-paced environment? Do you enjoy the retail industry? NAU's Bachelor of Science in Business Administration – Retail Management degree will prepare you for a career in this fast growing field! In this program, you will learn about consumer behavior, managing a retail store, setting up an eye-catching display, and retailing on an international level. With more than 70 years of providing business education, we can help you develop a solid foundation in business on which you can further your career in the retail industry. Plus, our faculty can teach you vital skills to be an effective professional in the retail field because, with our degree in Retail Management, you learn to manage a store front, predict consumer and marketing trends, and manage human resources – all relevant career responsibilities for your future in retail management. If you would like to take your career in retail management to the next level, this program can help you get there. Learn more about the Business Administration Retail Management degree at National American University.

Program Learning Outcomes

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Retail Management Requirements

180 Credits

Retail Management Major Core (64.5)		
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT3500/ CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

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

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

Retail Management Emphasis Core (27)		
MG2100	Principles of Selling	4.5

MG2200	Principles of Retailing	4.5
MG3400	Visual Merchandising	4.5
MG3410	Store Management	4.5
MG3500/ PS 3500	Consumer Behavior	4.5
MG4000	International Retailing	4.5

Electives (22.5)

MT6000DC+	Elective OR Elective	4.5
	Open Electives	18

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

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

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

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

Business Administration, BS, Emphasis in Supply Chain Management

Supply Chain Management has emerged as a distinct field to meet the needs of the growing global supply chain, i.e., the series of business processes that move products from initial order to acquisition of raw materials, production, and distribution to the customer. With projections that global supply chain activities will continue to expand and integrate new technologies and practices, supply chain management has become an increasingly attractive career path for today's business students.

In the Bachelor of Science Business Administration Emphasis in Supply Chain Management program, students will learn to coordinate the various aspects of the supply chain in order to optimize efficiency while maintaining high quality and customer satisfaction. Students will also be challenged to consider how supply chain management integrates supply and demand management with product design, marketing, sales, finance, and information technology as well across partner companies.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Supply Chain Management Requirements

180 Credits

Business Administration Major Core (64.5)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration OR	4.5
MG3000	Marketing	4.5

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

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

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

Supply Chain Management Emphasis Core (27)

OM3025D	Logistics and Transportation Management	4.5
OM3050D	Purchasing and Supply Chain Management	4.5
OM3200D	Marketing and Distribution Channels	4.5
OM3400D	Manufacturing Planning and Control	4.5
OM4100D	Quality Management in the Supply Chain	4.5
OM4500D	Strategic Supply Chain Management	4.5

OM4500D: Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

Electives (22.5)

MT6000DC+	Elective	
	OR	
	Elective	4.5
	Open Electives	18

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

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

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

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

Business Administration, BS, Emphasis in Tourism and Hospitality Management

The tourism industry - which includes travel and tourism, restaurants and other food and beverage services, lodging and recreation, amusement and attractions - is one of the largest and fastest-growing industries in the world. This degree program combines business and specialty course work to prepare graduates for management positions in this field.

The program also provides an excellent foundation for graduates that wish to pursue business-related graduate degrees.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply the principal concepts, theories, practices, and interrelationships in management accounting, financial accounting, marketing, finance, and management.
- Apply concepts and principles related to the international dimensions of business.
- Apply decision-support tools to business decision making.
- Communicate effectively and in a professional manner.

- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

Business Administration: Bachelor of Science with Emphasis in Tourism and Hospitality Management Requirements

180 Credits

Business Administration Major Core (64.5)

AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT3500/ CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

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

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

Tourism and Hospitality Emphasis Core (31.5)

Choose 27 of the following 31.5 credits.

TM3000	Introduction to Tourism and Hospitality Management	4.5
TM3100	Event and Convention Management	4.5
TM3300	Destination Tourism	4.5
TM3400	Food Service and Lodging Management	4.5
TM4300	Tourism and Hospitality Marketing	4.5
TM4500	Internship	4.5
MT6000DC+	Elective	
	OR	
3000+	Elective	4.5

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

Open Electives (22.5)

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

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.)

Computer Support Specialist, AAS

A computer support specialist provide technical assistance to computer users, answers questions or resolves computer issues for clients in person, via telephone, email, or via instant messaging.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Demonstrate a working knowledge of 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.

Computer Support Specialist: Associate of Applied Science Requirements

93 Credits

Information Technology Major Core (36)

CI1320	Computer Concepts	4.5
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2440	Introduction to Computer Security	4.5
CI3010	Linux	4.5
CI3679	Windows Operating Systems and Server Administration Fundamentals	4.5
CI4121	Installation, Storage, and Compute with Windows Server	4.5

Support Core (4.5)

MG2300	Customer Service Relations	4.5

Open Elective (13.5)

	Open Electives	13.5

General Education Core (39)

Communications

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

Science

SC	Science Elective	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities/Behavioral/Social Science

	Humanities/Behavioral/Social Science Elective	4.5

General Education

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

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

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

Construction Management AAS

The Associate of Applied Science degree in Construction Management helps students understand the various elements of residential and commercial construction projects. Students will develop knowledge on how to effectively manage and supervise projects, including key aspects like planning, controlling, scheduling, and monitoring the various phases. Coursework includes an introduction to construction management, construction materials and handling, building codes, planning and scheduling, and green building trends and technology.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods pertinent to the construction management field.
- Demonstrate problem-solving skills by analyzing challenges and issues that construction management professional are likely to encounter.
- Demonstrate effective communication skills.

Construction Management: Associate of Applied Science Requirements

90 Credits

Construction Management Major Core (37.5)

CM1100	Introduction to Construction Management	4.5
CM2100	Construction Materials and Methods I	4.5
CM2200	Construction Materials and Methods II	4.5
CM2300	Construction Documents and Graphics	4.5
CM2400	Building Codes and Inspection	4.5
CM2500	Construction Estimating I	4.5
CM2600	Construction Planning and Scheduling	4.5
CM3100	Construction Safety	4.5
CM3510	Construction Management Capstone	1.5

CM3510: Capstone Course - Minimum "C" grade required.

Support Core 13.5

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

General Education Core (39)

Communications

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

Science

SC	Science Elective	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities/Behavioral/Social Science

	Humanities/Behavioral/Social Science Elective	4.5

General Education

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

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

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

Emergency Medical Services, AAS

The Associate of Applied Science in Emergency Medical Services program at National American University is a degree completion program specifically designed for military personnel (active, Guard, or Reserve) who have already completed emergency medical technician training and hold a current EMT or paramedic certification. Service members who have completed MOS-68-W training, or a service-comparable program, and hold a current certification will receive ACE-evaluated credit. Along with CLEP, DSST, and other prior learning credit for training and experience, military students could complete their associate degree within six months to a year and complete as few as five courses.

Offered through the university's proficiency-based curricula, the degree completion program provides students with a broad general education and critical thinking skills, knowledge, and abilities. The program is also an excellent foundation for students who may wish to pursue a baccalaureate in emergency medical services management, healthcare management, or general management.

The university does not offer the EMS/EMT training. Rather, this program is specifically customized for service members already holding state or national EMT certification and who have completed EMS/EMT or paramedic training.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of this degree-completion program:

- Demonstrate effective writing, speaking, and quantitative reasoning skills.
- Demonstrate critical thinking, analysis, and problem-solving skills.

Emergency Medical Services: Associate of Applied Science Requirements (Military Personnel - Active, Guard, or Reserve)

90 Credits

EMS Major Core (Maximum of 43.5 credits)

Those who have completed MOS-68-W training or a service-comparable program, receive 43.5 credits.

Elective Credit (6)

General Education Core (40.5)

Communications

EN1150	Composition I	4.5
EN2100	Speech OR	4.5
EN2150	Interpersonal Professional Communication	4.5

EN2150: Credits are satisfied by ACE credits demonstrated by completing the MOS-68-W training.

Science

SC	Anatomy and Physiology	4.5

Credits are satisfied by ACE credits demonstrated by completing the MOS-68-W training.

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities

HU	Humanities Elective	4.5

Behavioral/Social Science

PS1050	Introduction to Psychology OR	4.5
SO1050	Introduction to Sociology	4.5

General Education

	General Education Elective	13.5

National American University provides the General Education Core Curriculum for this associate degree completion program. To be accepted to the program, students must be Military Personnel (Active, Guard, or Reserve), must have completed the MOS-68-W or service comparable program and must hold a current EMT certification recognized by the National Registry. Students must meet placement levels in math and English or complete prerequisite courses. Students must fulfill NAU residency requirements.

A minimum 2.0 GPA is required overall. See the "Graduation requirements" section of the catalog for additional requirements.

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

Energy Management, BS

The Energy Management program at National American University equips students to meet industry challenges by imparting to them a well-rounded knowledge in the energy management field and the skills necessary to be successful in this highly competitive industry. Students in this program will engage in coursework that will provide the opportunity for them to acquire job-relevant knowledge and skills in areas such as accounting, finance, human resource management, energy policy, and sustainability principles.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods pertinent to the field of energy management.
- Demonstrate critical thinking skills and problem-solving skills by analyzing issues and challenges that energy management professionals are likely to face and recommend solutions.
- Demonstrate an awareness of the social and ethical responsibilities within energy management positions.

Energy Management: Bachelor of Science Requirements

180 Credits

Energy Management Major Core (51)

AC2760	Financial Accounting for Managers	4.5
FN3000	Business Finance I	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT3717	Energy Management	4.5
MT3719	Sustainability	4.5
MT3723	Energy Policy	4.5
MT6255	Introduction to Leadership and Quality	4.5
	OR	
MT3000+	Elective	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
MT6570	International Business	4.5
	OR	
MT4300	Management Across Cultures	4.5
MT4723	Advanced Concepts in Sustainability	4.5
MT4818	Energy Management Capstone	1.5

MT6255, MT6300, MT6570: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

MT4818: Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

Open Electives (63)

3000+	Elective	13.5
	Open Electives	49.5

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC3705	Energy Science Principles	4.5
SC	Science Elective	4.5

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

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.)

Information Technology, B.S., Emphasis in Management Information Systems

The need to understand computer technology and its impact upon modern business operations has never been greater. This IT bachelor's program with an emphasis in Management Information System will prepare you to be a computer technology manager. As a graduate, you will be qualified for positions such as systems analyst and computer and information systems manager.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Support the data management needs of business through the design, implementation and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.

Information Technology: Bachelor of Science with Emphasis in Management Information Systems Requirements

180 Credits

Information Technology Major Core (60)

CI1320	Computer Concepts	4.5
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2440	Introduction to Computer Security	4.5
CI3010	Linux	4.5
CI3070	Human-Computer Interaction - User-Centered Design	4.5
CI3140	Systems Architecture	4.5
CI3155	Computer Ethics	4.5
CI3310	Website and Web Application Design	4.5
MT6621	Intermediate Project Management	4.5
	OR	
CI4220/ MT 4230	Project Management	4.5
CI4221	Systems Analysis and Design	4.5
CI4223	Integrative Systems Project	6

MT6621: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

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

Support Core (4.5)

MT1050	Introduction to Business	4.5

Management Information Systems Emphasis Core (31.5)

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

CI2000+	Elective	9
CI3000+	Elective	9
CI4000+	Elective	4.5
CI6605	Risk Assessment and Analysis	4.5
	OR	
CI4000+	Elective	4.5
CI6615	Computer Forensics and Incident Handling	4.5
	OR	
CI4000+	Elective	4.5

CI2000+, CI3000+, CI4000+, CI6605DC, CI6615: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

Open Elective (18)

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

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.

A maximum of 13.5 credits may be earned through internship.

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

Information Technology, BS, Emphasis in Web Development

This degree is intended for the information technology student who wants to develop skills in website design and development. Students will study the issues and challenges of creating and maintaining websites, interface usability, and how to maximize the effects that websites have on public and private companies, government and municipal agencies, and nonprofit organizations. As with all information technology bachelor degrees, a wide range of job opportunities are available.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Support the data management needs of business through the design, implementation and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
- Demonstrate the technical skills required of web developers.

Information Technology: Bachelor of Science with Emphasis in Web Development

180 Credits

Information Technology Major Core (60)

CI1320	Computer Concepts	4.5
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2440	Introduction to Computer Security	4.5
CI3010	Linux	4.5
CI3070	Human-Computer Interaction - User-Centered Design	4.5
CI3140	Systems Architecture	4.5
CI3155	Computer Ethics	4.5
CI3310	Website and Web Application Design	4.5
MT6621	Intermediate Project Management	4.5
	OR	
CI4220/ MT 4230	Project Management	4.5
CI4221	Systems Analysis and Design	4.5
CI4223	Integrative Systems Project	6

MT6621: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

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

Support Core (4.5)

MT1050	Introduction to Business	4.5

Web Development Emphasis Core (27)

CI3091	Database Design and Management	4.5
CI3315	Web Design and Programming	4.5
CI3380	Client Side Scripting and Open Communications	4.5
CI4035	Server-Side Applications with PHP and MySQL	4.5
CI4040	Designing User Interfaces & Multimedia	4.5
CI4085	Responsive Web Development	4.5

Open Elective (22.5)

MT6000DC+	Elective OR Elective	4.5
MT6000DC+	Elective OR Elective	4.5
	Open Electives	13.5

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

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5

General Education

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

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

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

Medical Assisting: Diploma

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

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

Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies, signed by a healthcare provider, will be required prior to clinical laboratory courses.

In order to graduate, the student must maintain a 2.0 GPA.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

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

Medical Assisting: Diploma Requirements

59.5 Credits

Medical Assisting Major Core (51.5)

ME1100	Introduction to Medical Assisting	4
ME1140	Medical Terminology for Health Professions	2
ME2130	Clinical Science Lab I	2
ME2140	Clinical Science Lab II	2
ME2155	Clinical Science Lab III	3
ME2211	Human Pharmacology	4
ME2250	Medical Law and Ethics	4
ME2260	Medical Records Management	4
ME2401	Laboratory Techniques I	2
ME2402	Laboratory Techniques II	2
ME2515	Introduction to Pathophysiology	4.5
ME2611	Healthcare Coding and Billing I	4
ME2620	Medical Office Procedures with Software Apps	4
ME3000	Medical Assisting Examination Review	3
ME3322	Medical Assisting Practicum	7

ME1100, ME1140, ME2130, ME2140, ME2155, ME2211, ME2250, ME2260, ME2401, ME2402, ME2515, ME2611, ME2620, ME3000: A minimum grade of "C" is required for all courses.

ME1100, ME2130, ME2140, ME2155, ME2401, ME2402, ME3000, ME3322; Courses required to be taught face-to-face.

General Education Core (8)

Science

SC1221	Essentials of Anatomy and Physiology with Lab	6

SC1221: A minimum grade of "C" is required for all courses. This course is required to be taught face-to-face.

General Education

CS2086	Career Path Planning	2

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

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 Laboratory Technician, AAS

The Associate of Applied Science Medical Laboratory Technician (MLT) degree program at National American University requires completion of program-specific didactic and laboratory coursework followed by two clinical internships at NAU-affiliated clinical site(s). Students who successfully complete the program and all appropriate academic requirements are eligible to take the American Society for Clinical Pathology (ASCP) certification exam. Individuals who pass the certification exam earn the initials MLT (ASCP).

A "medical laboratory technician" (MLT), is an individual responsible for clinical laboratory testing and communicating critical values to the healthcare team. Medical Laboratory Technicians (MLTs) are health professions who work in medical laboratories in hospitals, clinics, and research facilities. The role of the MLT is to analyze specimens submitted by doctors and researchers to determine their nature, to assist the doctor or scientist to provide diagnoses, medical treatment, and to assist in advancing scientific knowledge.

NAU's MLT Program in Kansas City has been granted accreditation from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The NAACLS is a premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences and other related health professions.

NAACLS
5600 N. River Rd. Suite 720
Rosemont, IL 60018-5119
847-939-3597

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

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

Medical Laboratory Technician: Associate of Applied Science Degree Requirements

104 Credits

Medical Laboratory Technician Major Core (58)

CL1000	Foundations of Medical Laboratory	3
CL1021	Specimen Collection and Processing	2
CL1055	Laboratory Operations	3
CL1115	Basic Immunology and Molecular Diagnostics with Lab	3
CL1120	Hematology I with Lab	4
CL1130	Urinalysis and Body Fluids with Lab	3
CL1150	Immunohematology I with Lab	4
CL1170	Clinical Microbiology I with Lab	4
CL1195	Clinical Chemistry I with Lab	3
CL2010	Hematology II with Lab	4
CL2020	Immunohematology II with Lab	4

CL2030	Clinical Microbiology II with Lab	3
CL2055	Clinical Chemistry II with Lab	4
CL2093	Clinical Internship I	7
CL2094	Clinical Internship II	7

CL1000, CL1021, CL1055, CL1115, CL1120, CL1130, CL1150, CL1170, CL1195, CL2010, CL2020, CL2030, CL2055: Professional courses (Minimum "C" grade required)

General Education Core (46)

Communications

EN1150	Composition I	4.5

Science

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

SC1232	Human Anatomy and Physiology I with Lab	6
SC1332	Human Anatomy and Physiology II with Lab	6
SC1422	Microbiology with Lab	6
SC1356	Introduction to General, Organic, and Biological Chemistry	4.5

SC1232, SC1332, SC1354, SC1422: Professional courses (Minimum "C "grade required)

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities/Behavioral Social Science

	Open Elective	4.5

General Education

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

MLT major core courses may only be retaken once.

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

The American Society for Clinical Pathology (ASCP) certification examination for the MLT (ASCP) category requires an associate degree from a college/university and successful completion of a NAACLS-accredited MLT program within the last 5 years.

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

Nursing Program, BS (BSN)

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.

Program Learning Outcomes

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

Nursing Program Admission Requirements for BSN Students

Admission to the nursing foundational core is based on the National American University (NAU) admission criteria.

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

Completed applications to the nursing clinical core must be received at least 90 days prior to the start of each nursing clinical core cohort.*

The criteria to be eligible to apply for application to the clinical core of the BSN program is identified below (the cost of the items required is the student's responsibility):

- Admission to NAU must be made before application to the nursing clinical core.
- All foundational core courses must be successfully completed before the start of any clinical core course. Students who have not successfully completed all foundational core courses must apply for the next clinical core start.
- Minimum cumulative grade point average (CGPA) of 2.8 on all nursing foundational courses must be accomplished.
- All required foundational core courses must be completed with a minimum grade of "C".
- All science courses must have been completed within five (5) years of application to the nursing foundational core.

- Non-native English speaking students must provide evidence that they are in compliance with the university and the respective State Board of Nursing requirements for the English competency. (The nursing clinical core application can be obtained from the School of Nursing program administration. The cost of the items required is the student's responsibility. The following items are required at the time of application.
  - Clinical core application
  - Evidence of medical terminology course work or similar knowledge provide though other programs of study. For students without evidence of prior medical terminology course work, NA has available self-paced, self-pay courses, located on the university website under continuing education programs (HTH11 *Survey of Medical Terminology* **OR** HTH120 *Introduction to Medical Terminology*).
- Copy of state specific verification of active certification of a nursing assistant (CNA), emergency medical technician (EMT), medical assistant with associate degree including clinical training (MA), licensed vocational nurse (LVN), or licensed practical nurse (LPN).
- Successfully completed a pre-entrance examination. The student must take the pre-entrance exam at a NAU School of Nursing program location or arrange for an official transcript of previous exam scores to be sent to the NAU School of Nursing. In an attempt to gain a higher score, applicants may retake the pre-entrance exam up to three (3) times in a one-year period and must have a minimum of 14 days between testing dates. All components of the pre-entrance exam are considered as a whole, composite score.
- Documented evidence of an advising session with a financial services representative to discuss program costs.
- Complete a national criminal background check and drug screen with a NAU chosen vendor with a successful result.

The following items are required *before* the start of the nursing clinical core courses (the cost of the items required is the student's responsibility):

- Clinical core acceptance letter.
- Evidence of meeting all eligibility and application criteria for the nursing core.
- Copy of current active CPR certification (American Heart Association for Healthcare Providers).
- Evidence of a health examination (current within six months of admission) if applicable. Check with the respective program office.
- Evidence of active health insurance.
- Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies signed by a healthcare provider.
- Documentation of a negative TB skin test (taken within one year) or a chest x-ray (taken within five years) signed by a licensed professional.
- The BSN student applying to the clinical core should review and sign the functional abilities form. The signature implies the student can meet the physical needs to support the physical duties required of a nursing student.

Articulation Policy for LPN to BSN Students

The following policy applies ONLY to the LPN Bridge to BSN program offered at the NAU Overland Park and Wichita West, Kansas locations.

LPNs who desire to become a professional nurse with BSN degree will take the NS3315 LPN to RN Transition course. Admission for articulation is based on academic criteria and complies with Kansas State Board of Nursing policies, 1202 commission report and follows recommendations of the Council for Nursing Articulation in Kansas.

All LPNs will make application for acceptance into the BSN program and complete the following requirements. **Acceptance is based on available resources and the overall ranking of the following items:**

- Admission to NAU must be made before application to the nursing clinical core.
- In-state applicant must be a graduate of a Kansas State Board of Nursing approved practical nursing school/program with a CGPA of 2.8 or above. Individual evaluation of credits will be accomplished by reviewing an official transcript from the previous nursing school/program and course syllabi. Validation of nursing competencies in selected skill sets will be conducted following the recommendations of the Council for Nursing Articulation in Kansas. Non-nursing course credits may be transferred according to NAU policy.
- Out-of-state graduates from other State Board of Nursing approved practical nursing schools/programs will be evaluated individually by reviewing applicants' official transcripts and course syllabi. Validation of nursing competencies in selected skill sets will be conducted following the recommendations of the Council for Nursing Articulation in Kansas. Non-nursing course credits may be transferred according to NAU policy.
- Current active unencumbered LPN license from any state within the United States must be on the completed application for admission.
- The NS3315 LPN to RN Transition course, 4.5 credit hours, to be taken in the fall quarter. This course must

be completed with a minimum grade of "C" to progress in the clinical core. Failure to meet this requirement will result in removal from the program.

- Nine (9) credit hours will be held in escrow for the LPN bridging student. The student must successfully pass the first nursing courses NS3320D, NS3330, and NS3331 to have the nine (9) credit hours fully transferred into the program.
- Students who have completed nursing foundational course work at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.

Criteria to be considered for acceptance into the nursing clinical core:

- Minimum CGPA of 2.8 on all nursing foundational courses must be accomplished by the student.
- All nursing foundational courses must be completed by the clinical core application deadline.
- All nursing foundational core courses must be completed with a minimum grade of "C".
- All science courses must have been completed within five (5) years of application to the nursing foundational core.
- All nursing foundational core courses may be transferred into the program.
- Successfully completed a pre-entrance examination. The student must take the pre-entrance exam at a NAU School of Nursing program location or arrange for an official transcript of previous exam scores to be sent to the NAU School of Nursing. In an attempt to gain a higher score, applicants may retake the pre-entrance exam up to three (3) times in a one-year period and must have a minimum of 14 days between testing dates. All components of the pre-entrance exam are considered as a whole, composite score.

* For a new start BSN clinical core, the application timeline may be modified.

Note that completed applications must be received at least 100 days prior to start of each nursing clinical core cohort at the Austin, Texas location.

** Check with the Austin, Texas BSN program office for Texas specifics.

The general education transfer courses for the nursing foundational core must meet the same NAU admissions criteria. All nursing prefix (NS) courses must be completed at NAU.

Bachelor of Science in Nursing: BSN Degree Requirements

186 Credits

Course availability is subject to minimum class size requirements.

Nursing Clinical Core (107)

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

NS3320D	Pathophysiologic Concepts I	4
NS3321D	Holistic Health Assessment	4
NS3325	Introduction to Professional Nursing Practice	3
NS3326D	Professional Role Development	2
NS3330	Foundations of Holistic Nursing	7
NS3331	Foundations of Holistic Nursing Clinical	3
NS3340D	Pathophysiologic Concepts II	4
NS3343	Holistic Nursing Care in Chronic Illness I	6
NS3345	Holistic Nursing Care in Chronic Illness I Clinical	4
NS3346	Pharmacology for Nurses	4
NS3360	Holistic Nursing Care in Acute Illness I	7
NS3361	Holistic Nursing Care in Acute Illness I Clinical	3
NS4000D	Issues in Transcultural Nursing	4
NS4043	Holistic Nursing Care of the Community	6
NS4045	Holistic Nursing Care of the Community Clinical	2
NS4060D	Caring for Vulnerable Populations	4
NS4143	Holistic Nursing Care in Acute Illness II and End of Life	6
NS4145	Holistic Nursing Care in Acute Illness II and End of Life Clinical	4
NS4210D	Research and Evidence Based Practice	4
NS4243	Holistic Nursing Care in Chronic Illness II and End of Life	6
NS4245	Holistic Nursing Care in Chronic Illness II and End of Life Clinical	4
NS4300	Concept Integration for the Professional Nursing Role I	5
NS4310	Concept Integration for the Professional Nursing Role II	5
NS4400D	Leadership and Management in Nursing	6

NS3346D: The course delivery format may vary by location in order to meet the respective Board of Nursing requirements.

NS4400D: Capstone course.

Nursing Foundational Core (79)

(Not Available for Block Transfer)

Communications

EN1150	Composition I	4.5
EN1300	Composition II	4.5

EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Science

NOTE: All science courses must have been completed within five (5) years of application to the nursing foundational core.

SC1200	Principles of Nutrition	4.5
SC1232	Human Anatomy and Physiology I with Lab	6
SC1332	Human Anatomy and Physiology II with Lab	6
SC1422	Microbiology with Lab	6

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3010	Statistics for Health Professions	4.5

Humanities

	Humanities Electives	9

Behavioral/Social Science

SO1050	Introduction to Sociology	4.5
PS1050	Introduction to Psychology	4.5
PS2000	Human Growth and Development	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
CS2086	Career Path Planning	2

Minimum of 2.8 cumulative grade point average in the nursing foundational core. All nursing foundational core courses must be completed with a "C" grade or higher.

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

Admission to the nursing foundational core does NOT guarantee enrollment in the nursing clinical core.

Students must have a state specific verification of active certification of a nursing assistant (CNA), licensed vocational nurse (LVN), or licensed practical nurse (LPN) and be officially accepted into the nursing clinical core to register for nursing (NS) courses.

Minimum course grade of "C", "P", or "S" is required for progression in all courses within the nursing clinical core.

Failure to achieve a passing grade in a theory or clinical course will result in the failure of the associated theory or clinical course.

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

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

Bachelor of Science in Nursing: LPN to BSN Degree Requirements

186 Credits

Course availability is subject to minimum class size requirements.

NOTE: LPN bridging into the BSN clinical core students must have a practical nurse (PN) diploma (32 credits) with a 2.8 cumulative grade point average (CGPA) or above and a current active unencumbered licensed practical nurse (LPN) license.

LPN to RN Transition (4.5)

LPN TO RN TRANSITION (4.5) ONLY for bridging LPNs.

NS3315	LPN to RN Transition	4.5

The LPN to RN Transition course must be completed with a minimum grade of "C"

NS3315: The course delivery format may vary by location in order to meet the respective Board of Nursing requirements.

Nursing Clinical Core (107)

(All of the following 107 credits must be earned at NAU. Except LPN escrow courses.)

NS3320D	Pathophysiologic Concepts I	4
NS3321D	Holistic Health Assessment	4
NS3325	Introduction to Professional Nursing Practice	3
NS3326D	Professional Role Development	2
NS3330	Foundations of Holistic Nursing	7
NS3331	Foundations of Holistic Nursing Clinical	3
NS3340D	Pathophysiologic Concepts II	4
NS3343	Holistic Nursing Care in Chronic Illness I	6
NS3345	Holistic Nursing Care in Chronic Illness I Clinical	4
NS3346	Pharmacology for Nurses	4
NS3360	Holistic Nursing Care in Acute Illness I	7
NS3361	Holistic Nursing Care in Acute Illness I Clinical	3
NS4000D	Issues in Transcultural Nursing	4
NS4043	Holistic Nursing Care of the Community	6
NS4045	Holistic Nursing Care of the Community Clinical	2
NS4060D	Caring for Vulnerable Populations	4
NS4143	Holistic Nursing Care in Acute Illness II and End of Life	6
NS4145	Holistic Nursing Care in Acute Illness II and End of Life Clinical	4
NS4210D	Research and Evidence Based Practice	4
NS4243	Holistic Nursing Care in Chronic Illness II and End of Life	6
NS4245	Holistic Nursing Care in Chronic Illness II and End of Life Clinical	4
NS4300	Concept Integration for the Professional	5

	Nursing Role I	
NS4310	Concept Integration for the Professional Nursing Role II	5
NS4400D	Leadership and Management in Nursing	6

NS3320D, NS3340D, NS3346D: The course delivery format may vary by location in order to meet the respective Board of Nursing requirements.

NS3321D, NS3325, NS3326D: LPN to RN transition course ONLY for LPNs bridging into BSN clinical core. A total of 19 credit hours of nursing in escrow until successfully passing of first nursing courses (NS3320D, NS3330, and NS3331).

NS4400D: Capstone course.

Nursing Foundational Core (79)

(Not Available for Block Transfer)

Communications

EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Science

NOTE: All science courses must have been completed within five (5) years of application to the nursing foundational core.

SC1200	Principles of Nutrition	4.5
SC1232	Human Anatomy and Physiology I with Lab	6
SC1332	Human Anatomy and Physiology II with Lab	6
SC1422	Microbiology with Lab	6

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3010	Statistics for Health Professions	4.5

Humanities

	Humanities Electives	9

Behavioral/Social Science

SO1050	Introduction to Sociology	4.5
PS1050	Introduction to Psychology	4.5
PS2000	Human Growth and Development	4.5

General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
CS2086	Career Path Planning	2

Minimum of 2.8 cumulative grade point average in the nursing foundational core. All nursing foundational core courses must be completed with a "C" grade or higher.

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

Admission to the nursing foundational core does NOT guarantee enrollment in the nursing clinical core.

Students must have a state specific verification of active certification of a nursing assistant (CNA), licensed vocational nurse (LVN), or licensed practical nurse (LPN) and be officially accepted into the nursing clinical core to register for nursing (NS) courses.

Minimum course grade of "C", "P", or "S" is required for progression in all courses within the nursing clinical core.

Failure to achieve a passing grade in a theory or clinical course will result in the failure of the associated theory or clinical course.

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

(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 (NAU) Online RN to BSN program is designed for RNs with an associate degree or diploma who seek a bachelor's degree in nursing.

The NAU 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.

Program Learning Outcomes

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

Admissions Requirements

The Online RN to BSN program reviews applications and admits students every academic quarter. Admissions decisions are made and communicated in writing once the program application and admissions requirements have been completed and reviewed.

Admissions criteria include the following:

- Admission to NAU before application to the Online RN to BSN program.
- Graduation from an associate degree program in nursing or a diploma nursing program.*
- Current active unencumbered RN license from any state within the United States.* Evidence of current licensure must be present in the student's electronic file.
- All nursing prefix (NS) courses must be completed through NAU online.

*All international nurses must have a current active unencumbered RN license from any state within the United States and an international professional evaluation of their prior education credentials.

Online RN to BSN Requirements

180 Credits

This program is offered online on all states except Tennessee. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

Nursing Major Core (48)

(All of the following 48 credits must be earned at NAU.)

NS3026D	Concepts and Challenges in Professional Nursing	3
NS6125	Facilitating Health I: Health Assessment/Pathophysiology	4.5
	OR	
NS3050D	Pathophysiology in Practice	4
NS3225D	Nursing Theory and Healthcare Delivery Models	4
NS6115	Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy	4.5
	OR	
NS3250D	Ethics and Issues in Contemporary Nursing	4
NS3305D	Evidence-Based Practice and Research in Nursing	6
NS4000D	Issues in Transcultural Nursing	4
NS4050D	Public Health and Community Nursing	6
NS4060D	Caring for Vulnerable Populations	4
NS6160	Technology Utilization in Advanced Nursing Roles	4.5
	OR	
NS4150D	Information Technology in Nursing	4
NS4350D	Quality Management in Nursing and Health Care	4
NS4401D	Nursing Leadership in Practice Capstone	5

NS4401D: Capstone course

NS6125, NS6115, NS6160: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credits may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

Support Core (4)

HA4050D	Healthcare Law	4

Nursing or Open Electives (62 credits)

NS4155D	Public Health and Community Nursing Clinical	2
	OR	
	Nursing Electives	
	OR	
	Open Electives	

General Education Core (66)

(Not Available for Block Transfer)

Communications

EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Science

If sufficient SC credits are not available for transfer, completion of additional science electives will be required.

	Anatomy and Physiology Elective	6
	Anatomy and Physiology Elective	6
	Microbiology Elective	4.5
SC	Science Elective	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3010	Statistics for Health Professions	4.5

Humanities

	Humanities Electives	9

Behavioral/Social Science

SO1050	Introduction to Sociology	4.5
	Behavioral/Social Science Elective	4.5

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.

Minimum grade of "B" in NS6115, NS6125, & NS6160 for progression in the Online MSN program.

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

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

Organizational Leadership, BS

Today's organizations need business professionals who are dynamic leaders and informed decision-makers in order to be successful in the competitive global economy. 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.

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.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Utilize leadership concepts and theories to attain organizational goals.
- Formulate management strategy to effect organizational change.
- Apply ethical decision making models to ethical dilemmas faced by individuals and organizations.
- Demonstrate effective collaboration and teamwork skills.

Organizational Leadership: Bachelor of Science Requirements

180 Credits

Organizational Leadership Major Core (37.5)

MT4050	Training and Development	4.5
MT4200	Business Ethics	4.5
MT6570	International Business	4.5
	OR	
MT4300	Management Across Cultures	4.5
OL3100	Principles of Organizational Leadership	4.5
OL4100	Organizational Culture and Leadership	4.5
OL4200	Learning Organizations	4.5
OL4300	Organizational Development and Change	4.5
OL4501	Organizational Leadership Action Research I	3
OL4551	Organizational Leadership Action Research II	3

MT6570: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

OL4501, OL4551: Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

Support Core (40.5)

AC2760	Financial Accounting for Managers	4.5
EC2050	Macroeconomics	4.5
	OR	
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MT1050	Introduction to Business	4.5
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
MT2050	Principles of Management	4.5
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
3000+	Elective	4.5
3000+	Elective	4.5

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

Open Electives (36)

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

General Education

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

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.)

**Paralegal Studies, AAS

**The NAU Board of Governors have recently approved NAU to relaunch the paralegal and professional legal studies programs in an online format. Anticipated start date is winter B quarter (January 4, 2021).

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.

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.

Course availability is subject to minimum class size requirements.

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

Program Learning Outcomes

Graduates of the program will:

- Demonstrate a fundamental knowledge of substantive and procedural law.
- Analyze issues using legal research methodology.
- Communicate effectively through speaking and writing.
- Model professional behavior in accordance with ethical guidelines governing the conduct of attorneys and paralegals.

Paralegal Studies: Associate of Applied Science Degree Requirements

90.5 Credits

Students may transfer credit classified as legal specialty credit into National American University's AAS Paralegal Studies program earned from ABA-approved paralegal education programs and from other paralegal education programs pursuant to the university's transfer policies and existing articulation agreements. Students must earn at least 31.5 quarter credits in the AAS major core from National American University. Students should consult with the program coordinator to learn what credit is transferrable.

Paralegal Studies Major Core (47)

PL1100/ SO1100	Introduction to Legal Principles	4.5
PL1150	Legal Research I	4.5
PL1350	Legal Research II	4.5
PL2150	Civil Procedure	4.5
PL2350	Criminal Procedure	4.5
PL2500/ EN2500/ EN 2500	Legal Writing	4.5
PL3000	Law Office Technology	4.5
PL3050	Real Property	4.5
PL3100	Professional Ethics and Law Office Procedures	4.5
PL4600	CLA Review	4.5
PL	Paralegal Internship	2

PL1100, PL1150, PL1350, PL2150, PL2350, PL2500, PL3000, PL3050, PL3100, PL4600: Professional course (minimum "C" grade required)

PL Paralegal Internship: Students may elect to satisfy the 2 credit internship with a PL3000+ Paralegal Studies elective course.

Support Core (4.5)

LA3100	Business Law I	4.5

General Education Core (39)

Communications

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

Science

SC	Science Elective	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

Humanities

HU2000	Critical Thinking and Problem Solving	4.5

General Education

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

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

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

**Paralegal Studies, BS

**The NAU Board of Governors have recently approved NAU to relaunch the paralegal and professional legal studies programs in an online format. Anticipated start date is winter B quarter (January 4, 2021).

A Bachelor of Science degree in Paralegal Studies is offered for students who wish to prepare for increased employment responsibilities or choose to pursue graduate education. Credits earned in the Associate of Applied Science degree apply toward a Bachelor of Science degree in Paralegal Studies.

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.

Course availability is subject to minimum class size requirements.

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

Program Learning Outcomes

Graduates of the program will:

- Demonstrate a fundamental knowledge of substantive and procedural law.
- Analyze issues using legal research methodology.
- Communicate effectively through speaking and writing.
- Model professional behavior in accordance with ethical guidelines governing the conduct of attorneys and paralegals.
- Apply legal theories to relevant facts under the supervision of an attorney.

Paralegal Studies: Bachelor of Science Degree Requirements

180.5 Credits

Students may transfer credit classified as legal specialty credit into National American University's BS Paralegal Studies program earned from ABA-approved paralegal education programs and from other paralegal education programs pursuant to the university's transfer policies and existing articulation agreements. Students must earn at least 36 quarter credits in the BS major core from National American University. Students should consult with the program coordinator to learn what credit is transferrable.

Paralegal Studies Major Core (90)

PL1100/ SO1100	Introduction to Legal Principles	4.5
PL1150	Legal Research I	4.5
PL1350	Legal Research II	4.5
PL2050	Torts	4.5
PL2100/ SO2120	Domestic Relations	4.5
PL2150	Civil Procedure	4.5
PL2350	Criminal Procedure	4.5
PL2500 /EN2500 /EN 2500	Legal Writing	4.5
PL3000	Law Office Technology	4.5
PL3050	Real Property	4.5
PL3100	Professional Ethics and Law Office Procedures	4.5
PL3000+	Elective	9
PL4000+	Elective	13.5
PL4600	CLA Review	4.5
PL4500-4590	Paralegal Internship	4.5-13.5

PL1100, PL1150, PL1350, PL2050, PL2100, SO2120, PL2150, PL2350, PL3100, PL3000+, PL4000+, PL4600: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses. Professional course (minimum "C" grade required)

PL1100, PL2100: May be credited as the cross-listed sociology course. If so, another Paralegal Studies course must be successfully completed or transferred.

PL4500-PL4590: Students may elect to satisfy a maximum of 4.5 internship credit hours with a 3000+ Paralegal Studies elective course other than PL3000 Law Office Technology.

Support Core (24.5)

LA6100	Legal Environment for Global Organizations	4.5
	OR	
LA3100	Business Law I	4.5
ME1140	Medical Terminology for Health Professions	2
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5

LA6570	Human Resource Law	4.5
	OR	
MT3230/ PL 3230	Employment Law	4.5
MT6000DC+	Elective	
	OR	
3000+	Elective	4.5

LA6100, LA6570: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

LA6100, LA6570: Professional course (minimum "C" grade required)

General Education Core (66)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

HU2000	Critical Thinking and Problem Solving	4.5
HU	Humanities Elective	4.5

Behavioral/Social Science

	Behavioral/Social Science Electives	9

General Education

	General Education Elective	9

(Course-by-course transfer)

Communications

EN1300	Composition II	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

General Education

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

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

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

**Professional Legal Studies, AAS

**The NAU Board of Governors have recently approved NAU to relaunch the paralegal and professional legal studies programs in an online format. Anticipated start date is winter B quarter (January 4, 2021).

The professional legal studies associate of applied science degree will provide students with a well-rounded education, including an emphasis in legal training that affords the student a unique and valuable perspective upon entering various business professions in which knowledge of the law is essential. The program consists of a major core of legal courses to include legal research, contracts, torts, civil procedure, and business law. An introduction to legal principles, and an internship or independent study round out the major core legal courses required of this program. Students will develop the ability to communicate clearly, systematically, and logically and also to utilize valuable critical thinking skills during the communication process. This program will train students for employment in a number of professional areas in which a basic understanding of the law and legal principles are beneficial.

The Associate of Applied Science degree in Professional Legal Studies also offers areas of study in Human Resources Management, Entrepreneurial, Management, and Supply Chain Management. An area of study is a grouping of electives that focus on particular interests and career paths.

Area of Study – Human Resources Management

Major Core:

- LA3150 Business Law II
- MT/PL3230 Employment Law

Support Core:

- MT1050 Introduction to Business
- MT2050 Principles of Management
- MT3050 Human Resource Management

Area of Study – Entrepreneurial

Major Core:

- LA3150 Business Law II
- MT/PL3230 Employment Law

Support Core:

- MT1050 Introduction to Business
- MT2050 Principles of Management
- MT3550 Entrepreneurship and Small Business

Area of Study – Management

Major Core:

- LA3150 Business Law II

- MT/PL3230 Employment Law

Support Core:

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

Area of Study – Supply Chain Management

Major Core:

- LA3150 Business Law II
- MT/PL3230 Employment Law

Support Core:

- MT1050 Introduction to Business
- MT2050 Principles of Management
- OM1000D Introduction to Business Logistics

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Demonstrate a fundamental knowledge of substantive and procedural law.
- Analyze issues using legal research methodology.
- Communicate effectively through speaking and writing.
- Demonstrate critical thinking skills.
- Apply legal theories to relevant facts.

Professional Legal Studies: Associate of Applied Science Requirements

90.5 Credits

Professional Legal Studies Major Core (38)

LA1150	Legal Research I	4.5
LA3100	Business Law I	4.5
PL1100/ SO1100	Introduction to Legal Principles	4.5
PL2050	Torts	4.5
PL3500	Introduction to Contracts	4.5
PL2150	Civil Procedure	4.5
PL	Electives	9
PL4150	Practical Legal Investigation	4.5
	OR	
PL2800	Topics in Paralegal Studies	2

All courses above in the Professional Legal Studies major core require a minimum "C" grade.

Open Electives (13.5)

	Elective	13.5

General Education Core (39)

Communications

EN1150	Composition I	4.5

Science

SC	Science Elective	4.5

Humanities

HU	Humanities Elective	4.5

Communications

EN1300	Composition II	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5

General Education

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

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

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

**Professional Legal Studies, BS

**The NAU Board of Governors have recently approved NAU to relaunch the paralegal and professional legal studies programs in an online format. Anticipated start date is winter B quarter (January 4, 2021).

The professional legal studies bachelor of science degree will provide students with a well-rounded education, including an emphasis in legal training that affords the student a unique and valuable perspective upon entering various business professions in which knowledge of the law is essential. The program consists of a major core of legal courses to include legal research, contracts, torts, civil procedure, business law, administrative law, and evidence. An introduction to legal principles, the adversary system and a capstone course round out the major core legal courses required of this program. Students will develop the ability to communicate clearly, systematically, and logically and also to utilize valuable critical thinking skills during the communication process.

The Bachelor's of Science degree in Professional Legal Studies also offers areas of study in Human Resources Management, Entrepreneurial, Management, and Supply Chain Management. An area of study is a grouping of

electives that focus on particular interests and career paths. These business areas of study will train students for employment in a number of professional business areas in which a basic understanding of the law and legal principles are useful.

Please note, 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.

Area of Study – Human Resources Management

Major Core:
- LA3150 Business Law II
- MT/PL3230 Employment Law
- PL4150 Practical Legal Investigation
- PL4200 Litigation and Trial Practice
- LA6570DC Human Resource Law

Support Core:
- MT1050 Introduction to Business
- MT2050 Principles of Management
- MT3050 Human Resource Management
- MT3080 Compensation and Benefits
- MT3100 Employee and Labor Relations
- MT3250 Organizational Behavior
- MT4050 Training and Development
- MT4200 Business Ethics
- MT4420 Strategic Human Resource Management
- MT4501 HRM Internship

  OR
- MT4500 HRM Action Research Project

Area of Study – Entrepreneurial

Major Core:
- PL3050 Real Property
- LA3150 Business Law II
- PL3120 Classical Rhetoric in a Digital Age
- MT/PL3230 Employment Law
- PL/MT3470 Bankruptcy

Support Core:
- MT1050 Introduction to Business
- AC2760 Accounting for Managers
- MT2050 Principles of Management
- MG2100 Principles of Selling
- MT2100 Entrepreneurship and Small Business
- FN3000 Business Finance
- IMT3600 Strategic Entrepreneurship
- MT3650 Business Plan Development
- MT4140 Innovation, Creativity and New Product Development
- MT4500 MT Internship

  OR
- MT1900/4990 Special Topics in Management

Area of Study – Management

Major Core:
- LA3150 Business Law II
- MT/LA3230 Employment Law
- PL3120 Classical Rhetoric in a Digital Age
- PL4150 Practical Legal Investigation
- LA6570DC Human Resource Law

Support Core:
- MT1050 Introduction to Business
- MG1050 Principles of Marketing
- MT2050 Principles of Management
- AC2760 Accounting for Managers
- FN3000 Business Finance
- IMT3050 Human Resource Management
- MT3250 Organizational Behavior
- MT3500 Managing Information Systems
- MT4200 Business Ethics
- MT4300 Management Across Cultures

  OR
- MT4500 Management Internship

Area of Study – Supply Chain Management

Major Core:
- LA3150 Business Law II
- MT/LA3230 Employment Law
- PL3120 Classical Rhetoric in a Digital Age
- LA3200 International Law
- PL4220 Environmental Law

Support Core:
- MT1050 Introduction to Business
- MT2050 Principles of Management
- AC2760 Accounting for Managers
- OM1000D Introduction to Business Logistics
- OM2100D Logistics and Transportation Management
- OM2200D Purchasing and Supply Chain Management
- OM3000 Operations Management
- OM3200D Marketing and Distribution Channels
- OM3400D Manufacturing Planning and Control
- OM3100 Business Logistics Internship

OR

- OM 4100 Quality Management in the Supply Chain

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will:

- Demonstrate a fundamental knowledge of substantive and procedural law.
- Analyze issues using legal research methodology.
- Communicate effectively through speaking and writing.
- Demonstrate critical thinking skills.
- Apply legal theories to relevant facts.

Professional Legal Studies: Bachelor of Science Degree Requirements

180 Credits

Professional Legal Studies Major Core (69)

LA1150	Legal Research I	4.5
LA3100	Business Law I	4.5
LA4900	Professional Legal Studies Capstone	6
PL1100/ SO 1100	Introduction to Legal Principles	4.5
PL2050	Torts	4.5
PL2150	Civil Procedure	4.5
PL3400	Evidence/Exclusionary Rule	4.5
	OR	
CJ3400	Constitutional Law	4.5
PL3500	Introduction to Contracts	4.5
PL4250	Administrative Law	4.5
PL4350	Adversary System	4.5
PL	Electives	9
PL3000+	Elective	13.5

All courses above in the Professional Legal Studies major core require a minimum "C" grade.

Open Electives (45)

3000+	Elective	9
	Open Electives	36

General Education Core (66)

Communications

EN1150	Composition I	4.5

Science

SC	Science Electives	9

Humanities

	Humanities Electives	9

Behavioral/Social Science

	Behavioral/Social Science Electives	9

General Education

	General Education Elective	4.5

(Course-by-course transfer)

Communications

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

Mathematics

MA2000	Quantitative Reasoning	4.5

General Education

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

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

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

COURSE DESCRIPTIONS

(All courses are 4.5 quarter units, unless otherwise specified)

Course Numbering

100-200 or 1000-2000 Level. This course level assumes a high school diploma or equivalent. They are generally taken by college students in their freshman and sophomore year.

300-400 or 3000-4000 Level. These courses assume some previous undergraduate coursework, as well as a foundation in General Education curricula.

500-600 or 5000-6000 Level. Graduate level courses for the master's degree programs. They assume that the student has already completed an undergraduate degree or equivalent, or has the experience, knowledge, and ability to work at the graduate level.

700-800 or 7000-8000 Level. Graduate level courses for the doctoral program. They assume that the student has already completed a master's degree.

AC - ACCOUNTING

AC1060 - Principles of Accounting I (4.5)

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.

Prerequisite: CS1301 and MT1050.

AC1160 - Principles of Accounting II (4.5)

This course presents accounting principles and concepts applicable to receivables, plant assets and intangibles, liabilities, payroll, corporations and the Statement of Cash Flows. The students will also learn to analyze company performance using financial statements.

Prerequisite: AC1060.

AC1260 - Principles of Accounting III (4.5)

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.

AC1900-4990 - Special Topics in Accounting (1-4.5)

Topics will vary depending on the interests of the instructor and students.

AC2050 - Accounting Software Applications (4.5)

This course provides experience in establishing and using computer-based accounting systems for service and merchandising businesses.

Prerequisite: AC1160 and CS1301.

AC2760 - Financial Accounting for Managers (4.5)

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.

Prerequisite: CS1301 and MT1050.

AC2810 - AAS Accounting Internship (4.5)

The accounting internship is designed to provide associate degree students with professional experience in an approved professional setting. Students will apply concepts and theories learned in the classroom to the workplace environment. Successful completion of this course requires a written report, detailing the experience gained during the internship, and successful completion of the projects assigned by the internship supervisor.

Prerequisite: Completion of all other Major Core courses: AC1060, AC1160, AC1260, AC2050, AC3050, AC3100, AC3150, AC3170.

AC3050 - Intermediate Accounting I (4.5)

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.

AC3100 - Intermediate Accounting II (4.5)

This course is a continuation of Intermediate Accounting I with concentration on accounting for non-current assets, long-term liabilities, and stockholders' equity.

Prerequisite: AC3050.

AC3150 - Intermediate Accounting III (4.5)

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.

AC3170 - Accounting Topics and Issues (1.5)

This course provides a comprehensive review of the accounting curriculum in preparation for entry into the accounting profession. Students will integrate knowledge and skills obtained in accounting program coursework through case study analysis, critical thinking, and problem solving.

Prerequisite: Completion of all other major core courses: AC1060, AC1160, AC1260, AC2050, AC3050, AC3100, AC3150.

AC3171 - Accounting Topics and Issues (3)

This course provides a comprehensive 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.

Prerequisite: Completion of all other major core courses.

AC3200 - Cost Accounting (4.5)

This course presents accounting concepts and procedures applicable to an enterprise engaged in manufacturing. Variable costing and absorption costing methods are compared and contrasted. Cost allocation, joint products and by-products, process costing, spoilage, and other procedures, which assist management in the decision-making process are studied. Quality control, transfer pricing, and non-financial performance measures are also introduced.

Prerequisite: AC1260.

AC3400 - Federal Income Tax I (4.5)

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.

AC3450 - Federal Income Tax II (4.5)

This course is a continuation of the study of federal income tax law. It focuses on the study of federal tax and its application to corporate taxpayers. The course explains the differences in corporate formations; analyzes the corporate tax formula; examines the effects of distributions, acquisitions, and reorganizations; and then focuses on partnership, gift and estate tax considerations. Case studies involve preparation of tax returns.

Prerequisite: AC3400 and EN1300.

AC3560 - Accounting Information Systems (4.5)

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 and CS1301.

AC3565 - Accounting for Governmental Entities (4.5)

An in-depth study of state and local government accounting concepts, principles, and processes is presented.

Prerequisite: AC3150.

AC4050 - Advanced Accounting I (4.5)

Students will study how businesses account for investments, consolidations and mergers. Students will work through business combinations using a variety of accounting methods to include the purchase method, the equity method, and the partial equity method. Special consideration will be given to intra-entity transactions that affect the consolidation process.

Prerequisite: AC3150.

AC4100 - Advanced Accounting II (4.5)

In this course, students will apply concepts relating to foreign currency translations and transactions that include the consolidation of international subsidiaries. Students will also investigate the movement towards international accounting standards harmonization and the effects of the Securities and Exchange Commission on the accounting profession. Furthermore, students will develop an understanding of the concepts and procedures for corporate liquidations and reorganizations as well as accounting for partnerships initial formation, admission of new partners, retirement of partners, partnership liquidation, and accounting requirements relating to estates and trusts.

Prerequisite: AC4050.

AC4140 - Advanced Accounting III (4.5)

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 are explained. The requirements for estates and trusts are also covered.

Prerequisite: AC4100.

AC4200 - Auditing I (4.5)

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.

AC4250 - Auditing II (4.5)

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.

AC4291 - Accounting Case Analysis (4.5)

This course provides a comprehensive review of the accounting curriculum with an emphasis on solving real world accounting problems in preparation for entry into the accounting profession. Students will integrate knowledge and skills obtained in accounting program coursework through case study analysis, critical thinking and problem solving.

Prerequisite: AC3150, AC3200, AC3450, AC4250.

AC4700-4740 - Accounting Internship (4.5)

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 earns either a "Satisfactory" or "Unsatisfactory" grade.

Prerequisite: Senior status.

AM - AVIATION MANAGEMENT

AM3000 - Air Carrier Operations (4.5)

This course will prepare students to understand Federal Aviation Regulations and how they affect the operations of airlines. The different roles and responsibilities of key positions within the aviation industry will also be covered.

Prerequisite: MT1050.

AM3005 - Aviation Marketing Management (4.5)

Students are introduced to basic procedures and concepts in marketing related to the sale of aircraft and components. The clientele in aviation generally include the sectors of private, business, and government. Students will assess transportation needs and general management of aviation aircraft.

Prerequisite: MT1050.

AM3010 - Aviation Law (4.5)

Students will study current local, federal, and international laws governing the aviation industry. An overview of the governing bodies will also be addressed.

Prerequisite: MT1050.

AM3015 - Aviation Safety Programs (4.5)

This course introduces students to aviation safety program management. Students will examine the aviation safety program principles, elements, and development. Related aviation safety topics will include accident prevention, human factors, risk management, and other specialized safety topics. Existing safety programs will be covered as well as the importance of consistent safety processes and continuous improvement.

Prerequisite: MT1050.

AM4000 - Crew Resource Management I (4.5)

The course helps the student develop skills and knowledge about flight and ground crews pertaining to skills, interpersonal relationships, and organizational behavior.

Prerequisite: MT2050.

AM4005 - Crew Resource Management II (4.5)

This course further expands upon the flight and ground crew and delves into situational awareness and psycho-motor skills related to safe flight operations.

Prerequisite: AM4000.

AM4010 - Air Transportation System (4.5)

The course will cover organization, inventory, warehousing, distributions, transportation methods, computerized problem solving and logistical economics.

Prerequisite: MT2050.

AM4015 - Airport Security (4.5)

The purpose of this course is to provide a basis for understanding airport security and safety operations, including risk management from a systems management approach. Students will learn to locate and document peer-reviewed research sources, utilizing electronic and print materials. Students will develop a written safety and security plan.

Prerequisite: EN1300 and MT2050.

AM4020 - Airport Planning (4.5)

Students will study management, operations, and regulations of air carriers. Airline structure, strategic planning and organization, scheduling, finance and revenues, labor relations and maintenance will also be covered.

Prerequisite: MT2050.

AM4040 - Aviation Capstone Course (4.5)

The capstone course will have students complete a project/presentation detailing current and future issues/trends in the aviation industry. They will apply their knowledge to a 'real world' scenario.

Prerequisite: Completion of all other Major Core courses: AM3000, AM3005, AM3010, AM3015, AM4000, AM4005, AM4010, AM4015, AM4020.

AM4041 - Aviation Capstone Course (3.5)

The capstone course will have students complete a project/presentation detailing current and future issues/trends in the aviation industry. They will apply their knowledge to a 'real world' scenario.

Prerequisite: Completion of all other Major Core courses: AM3000, AM3005, AM3010, AM3015, AM4000, AM4005, AM4010, AM4015, AM4020.

ARB - ARABIC

ARA101 - Beginning Arabic, Part 1 (4.5)

ARA 101 is intended for students with no previous Arabic study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking, listening, reading, and writing abilities, as well as knowledge of Arabic culture. Students will have access to cutting-edge language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing students with added vocabulary and practice in using the language in current or future career fields. This course teaches Modern Standard Arabic using the written script.

ARA102 - Beginning Arabic, Part 2 (4.5)

ARA 102 is intended for students who have completed Arabic 101 or who test at the 0+/1 level of Arabic. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of Arabic culture, learned in ARA 101. Students will have access to cutting-edge language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with added vocabulary and practice in using the language in current or future career fields. This course teaches Modern Standard Arabic using the written script.

ARA201 - Intermediate Arabic, Part 1 (4.5)

ARA 201 is intended for students who have completed Arabic 102 or who test at the 1/1+ level of Arabic. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Arabic-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Modern Standard Arabic using the written script.

ARA202 - Intermediate Arabic, Part 2 (4.5)

ARA 202 is intended for students who have completed Arabic 201 or who test at the 1+/2 level of Arabic. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Arabic-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Modern Standard Arabic using the written script.

CHN - CHINESE

CHN101 - Beginning Mandarin Chinese, Part 1 (4.5)

CHN 101 is intended for students with no previous Mandarin Chinese study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking, listening, reading, and writing abilities, as well as knowledge of Chinese culture. Students will have access to cutting-edge language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing students with added vocabulary and practice in using the language in current or future career fields. This course teaches Mandarin Chinese (China).

CHN102 - Beginning Mandarin Chinese, Part 2 (4.5)

CHN 102 is intended for students who have completed CHN 101 or who test at the 0+/1 level of Mandarin Chinese. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of Chinese culture, learned in CHN 101. Students will have access to cutting- edge language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with added vocabulary and practice in using the language in current or future career fields. This course teaches Mandarin Chinese (China).

CHN201 - Intermediate Mandarin Chinese, Part 1 (4.5)

CHN 201 is intended for students who have completed CHN 102 or who test at the 1/1+ level of Mandarin Chinese. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Mandarin Chinese-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Mandarin Chinese (China).

CHN202 - Intermediate Mandarin Chinese, Part 2 (4.5)

CHN 202 is intended for students who have completed CHN 201 or who test at the 1+/2 level of Mandarin Chinese. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Mandarin Chinese-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Mandarin Chinese (China).

CI - INFORMATION TECHNOLOGY

CI1150 - Introduction to Computer Information Systems (4.5)

This course provides the student with the necessary background for further study of information systems. Students gain a beginning understanding of computer hardware and software and how computer based operations are used to produce meaningful information. Students are exposed to security and ethical use topics based in the current technology including the Internet. Students develop practical examples of electronic mail, documents, workbooks, spreadsheets, and presentations within Internet-based mailing systems suitable for personal and professional purposes.

CI1230 - Spreadsheets for Windows (4.5)

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: CS1301.

CI1320 - Computer Concepts (4.5)

This course is designed to provide students with a foundation in PC hardware and software concepts. Topics include basic hardware and software installation, configuration, and troubleshooting for standalone PCs and networks. Successful completion of this course helps prepare students to support personal computers.

Prerequisite: CS1301.

CI1420 - Principles of Programming (4.5)

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 object-oriented program analysis and design, and will be able to use this knowledge to solve a wide variety of business problems.

Prerequisite: CI1320 and MA1500 or MA2000.

CI1423 - Introduction to Programming Concepts (4.5)

This is an introductory course in computer programming designed to equip students with foundational knowledge and skills related to this subject area. Topics include syntax, number systems, and program design tools.

Prerequisite: CI1320.

CI2011 - Introduction to Database (4.5)

Students are introduced to the process of developing relational databases that models business situations. The requirements of the business situations are developed in a scenario-based approach that students use hands-on techniques by using selected design software to apply industry standard modeling. The running case method is used to provide students the opportunity to develop their skills in a stepped process. The application of the developed design introduces the student to a selected graphical user interface for building the relational database.

Prerequisite: CI1320.

CI2020 - Visual Basic (4.5)

This course provides support for student learning related to Microsoft Visual Basic.NET. Students are introduced to the Visual Studio.NET Integrated Development Environment (IDE) used to create VB.net applications. Prior procedural programming methods are enhanced by developing object-oriented procedures to gather information from users, perform internal processing needed to apply application logic and then return a result to a form. Discussion topics include memory allocation methods, if else logic structures for decision making, for next and do until looping structures, segmenting logic with sub procedures and functions, and use of multiple forms to support application requirements.

Prerequisite: CI1420.

CI2040 - C# Programming (4.5)

C# is a modern, object-oriented programming language intended to create simple yet robust programs. Designed specifically to take advantage of CLI features, C# is the core language of the Microsoft .NET framework. In this course, students begin to gain the skills necessary to exploit the capabilities of C# and of the .NET Framework to develop programs useful for a broad range of desktop and web applications.

Prerequisite: CI1420.

CI2211 - Internetworking Fundamentals (4.5)

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, LAN topologies, protocols and wireless networks. This course

covers LAN user concepts, basic functions of system administration and operation, and basic concepts involved in establishing a small, routed computer network.

Prerequisite: CI1320.

CI2440 - Introduction to Computer Security (4.5)

The purpose of the course is to provide the student with an overview of the field of Information Security and Assurance. Students will be exposed to the spectrum of security activities, methods, methodologies, and procedures. Coverage will include inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the Information Security Planning and Staffing functions. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

Prerequisite: CI1320.

CI3010 - Linux (4.5)

This course is a study of the Linux operating system from the perspective of a system power user and administrator. Responsibilities for successful administration, installation, and implementation of a typical Linux distribution are covered. Topics covered in the class include desktop environments, user accounts and security, resource and application management, network administration, and virtualization concepts and scenarios.

Prerequisite: CI1320.

CI3015 - Supporting Windows 10 (4.5)

This course provides students with the knowledge they need to understand and identify the tasks involved in deploying Windows 10 in a business. These skills include learning how to install and customize Windows 10 operating systems and apps, and configuring local and remote network connectivity and storage. Students will also learn how to configure data security, device security, and network security; and maintain, update, and recover Windows 10. This course will help the students prepare for the following Microsoft Certified Professional exams: Exam 70-698 Installing and Configuring Windows 10.

CI3070 - Human-Computer Interaction - User-Centered Design (4.5)

This course reviews the fundamentals of human-computer interaction and design thinking. The setting for the course is mobile web applications.

Prerequisite: CI1420.

CI3075 - Intermediate C# Programming (4.5)

This course builds upon the student's current knowledge of programming logic by writing Graphical User Interface (GUI) applications in the C# programming language. This course shows students how to write applications with many of the common GUI controls, such as buttons, labels, text boxes, check boxes, and radio buttons. Event-driven programming and the use of event handlers will be examined. Students will learn how to put menus and toolbars into programs to make them easier to use as well as how to make programs interact with sequential files, random access files, and databases. Students will also learn how to use the debugger to reduce program defects.

Prerequisite: CI2040.

CI3091 - Database Design and Management (4.5)

Students learn advanced concepts of database design, access, and management including installation of a Relational Database Management System. Views, partitions, advanced queries, functions, stored procedures, transaction processing, data integrity techniques, and advanced modeling and design concepts are introduced.

Prerequisite: CI2011.

CI3140 - Systems Architecture (4.5)

This course provides students with an introduction to the computer architecture and the factors influencing the design of software and hardware components. Topics include computer abstraction, instruction set, processor architecture, pipelining, memory hierarchy and parallel processors.

Prerequisite: CI1320.

CI3155 - Computer Ethics (4.5)

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: CI1320 and EN1300.

CI3310 - Website and Web Application Design (4.5)

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.

Prerequisite: CI1420 and EN1300.

CI3315 - Web Design and Programming (4.5)

This course continues to develop student's competency in the HTML, XHTML, and advanced web design. This

course starts with a focus on more complex, code-based, understanding of HTML markup and then extends into CSS and multimedia. Additionally, students will use open-source publishing software to create sample websites.

Prerequisite: CI3310.

CI3380 - Client Side Scripting and Open Communications (4.5)

In this course, students will continue to develop a deeper understanding of HTML, DHTML, XHTML, and JavaScripting. Students will also develop an understanding and appreciation of the constant evolution in web page development by making use of the technologies that are currently a part of this evolution. Students will continue the development of their personal web pages.

Prerequisite: CI3315.

CI3510 - Managing Information (4.5)

See MT3500

Cross-Listed as: MT3500.

CI3679 - Windows Operating Systems and Server Administration Fundamentals (4.5)

Students will develop the knowledge and skills needed to configure windows client operating systems (OS), install and upgrade client OS, manage applications, files and folders. They will also learn to manage devices and OS troubleshooting. The second part of the course will focus on Windows Server fundamentals which will focus on server installation and exploring various features of server such as server roles, active directory, storage, performance and maintenance. This course will help the student prepare for the following MTA Exams: 98-349 titled "Windows Operating System Fundamentals" and 98-365 titled, "Windows Server Administration Fundamentals."

Prerequisite: CI1320 and CI2211.

CI3680 - Java Programming (4.5)

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger.

Prerequisite: CI1420.

CI3710 - Internet Security (4.5)

This course introduces students to the technologies, terms, and processes related to Internet security. Students will examine concepts and techniques related to general security, network security, operating system security, and methods for testing and responding to information security threats.

Prerequisite: CI2440 and CI2211.

CI3715 - Cybercrime and Information Systems (4.5)

Students will be introduced to fundamental principles in the field of cybercrime and will be exposed to a variety of computer related crime, cybercrime activities, methods, tools, and social and legal issues. Coverage will include review and investigation of actual cybercrime incidents, and examination of pre- and post- incident procedures.

Prerequisite: CI2440.

CI3725 - Network Security (4.5)

This course introduces the student to intrusion detection techniques used to discover intrusion attempts, respond to break-ins, and assess the damage of network attacks. Topics addressed include intrusion detection design and implementation, firewall design and implementation, virtual private networks, packet filters, and network traffic signatures.

Prerequisite: CI3710.

CI3730 - Computer Forensics (4.5)

This course introduces students to the techniques and tools of computer forensics investigations. Students will receive step-by-step explanations on how to use the most popular forensic tools. The course maps to the objectives of the international Association of Computer Investigative Specialists (IACIS) certification to provide credible, standards-based information.

Prerequisite: CI3725.

CI4035 - Server-Side Applications with PHP and MySQL (4.5)

In this class, students will learn to use the PHP programming language utilizing the MySQL database to create dynamic websites. Students will cover the frameworks and structures of PHP, and use custom and library code to create website actions. Database integration will a focus on both reading and writing functions to create user interactions. Students will also utilize and modify open source applications to meet specific needs. Students will continue to add to their portfolio of work.

Prerequisite: CI3091, CI3380.

CI4040 - Designing User Interfaces & Multimedia (4.5)

In this course, students learn and implement best-practices in the design of web-based user interfaces. Concepts will include usability, accessibility, navigation and personalization. Additionally, students will develop and customize interface and multimedia elements related to images, sound, video and animation. Students will also customize existing application themes and templates to meet specific needs. Students will continue to add to their portfolio of work.

Prerequisite: CI3315.

CI4085 - Responsive Web Development (4.5)

In this course, students will expand on their understanding of web development to include the use of design frameworks that automatically adapt to the varying screen sizes, pixel densities and download speeds required when accommodating mobile devices. Topics will include development methods, advanced CSS, JavaScript and image issues. Students will also explore the application of e-commerce and web-based marketing applications include website analytics. A comprehensive project will showcase student abilities and add to their expanding portfolio of work.

Prerequisite: CI4035 and CI4040.

CI4121 - Installation, Storage, and Compute with Windows Server (4.5)

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Server to operate in a Windows networking infrastructure. Skills covered are server roles and features, Hyper-V, and core network services such as IP addressing and subnetting with IPv4 and IPv6, Dynamic Host Configuration Protocol (DHCP) and Domain Name System (DNS.) Additional skills covered are to install and manage Active Directory, Group Policy Objects and configure Windows security. This course will help the student prepare for the following Microsoft exam: 70-740 Installation, Storage, and Compute with Windows Server 2016.

Prerequisite: CI2211.

CI4131 - Networking with Windows Server (4.5)

This course is focused primarily on the networking features and their functionality that are available within Windows Server 2016. Skills covered include high-performance network features and functionality, DNS, DHCP, and IPAM implementations, remote access solutions such as VPN and Direct Access as well as DFS and BranchCache solutions and implementation of software-defined networking (SDN) solutions, such as Hyper-V Network Virtualization (HNV) and Network Controller. This course will help the student prepare for the following Microsoft exam: 70-741 Networking with Windows Server 2016.

Prerequisite: CI4121.

CI4141 - Identity with Windows Server (4.5)

This course addresses identity functionality in Windows Server 2016. Topics include the configuration of Active Directory Domain Services (AD DS), Active Directory Certificate Services (AD CS) functionality, and Active Directory Federations Services (AD FS). This course will help the student prepare for the following Microsoft exam: 70-742 Identity with Windows Server 2016.

Prerequisite: CI4131.

CI4159 - Designing and Implementing a Server Infrastructure (4.5)

The course addresses the sequence needed to plan, design, and deploy a physical and logical Windows Server 2012 Active Directory Domain Services infrastructure. The course also provides the skills to perform name resolution, application integration, optimization of automate remediation and maintenance of network services; and helps prepare students for the 70-413 exam.

Prerequisite: CI4139.

CI4220 - Project Management (4.5)

This course focuses on the essentials of effective project management, 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: CI1320 and MT2050

Prerequisite: CI1320 and MT2050. Cross-Listed as: MT4230 .

CI4221 - Systems Analysis and Design (4.5)

This course covers the full process of information systems development. Students will learn the concepts, skills, methodologies, techniques and tools necessary for a systems analyst to successfully develop information systems. It includes the development of systems "blueprints" guided by the use of a Systems Development Life Cycle used for systems implementation. Topics of discussion include: in-house software development, programming languages and tools used to test software. The student will also learn techniques that will allow them to develop projects in a team environment.

Prerequisite: CI4220 and Junior Status.

CI4223 - Integrative Systems Project (6)

In this course, students will demonstrate their cumulative and comprehensive knowledge of the management and execution of an IT project at scale. Students will rely on knowledge accumulated from prior coursework in their discipline. Students will plan and develop a comprehensive capstone product rooted in the objectives of their emphasis area or coursework focus to demonstrate their overall proficiency. Specific outcomes are expected for analysis/selection, planning/evaluation, and implementation processes for developing improvements during a case or live project. Formal written communications and/or multimedia presentations are provided to the stakeholders at scheduled milestones.

Prerequisite: CI4221 and Senior Status.

CI4291 - Interconnecting Cisco Network Devices I (4.5)

This course provides instruction in the fundamentals of network environments, the basics of router operations, and basic router configuration. This course is designed to provide the skills and knowledge necessary to install, operate, and troubleshoot a network using Cisco routers and switches.

Prerequisite: CI1320 and CI2211.

CI4292 - Interconnecting Cisco Network Devices II (4.5)

Provides continued instruction in Cisco-based networking technologies. Topics include advanced routing protocols, wireless networking, virtual networks, and security. This course is designed to provide the skills and knowledge necessary to configuring and securing an advanced network, including WAN technologies with NAT, wireless networking, and IPv6.

Prerequisite: CI4291.

CI4710 - Forensic Methods (4.5)

This course provides students with a practical hands-on approach to solving problems often encountered in computer forensics investigations. Several case studies provide students with detailed data for analysis.

Prerequisite: CI3720.

CI4900-4990 - Special Topics in Information Technology (1-4.5)

Topics will vary depending on the interests of the instructor and students.

CJ - CRIMINAL JUSTICE

CJ1000 - Introduction to Criminal Justice (4.5)

This course provides an overview of the criminal justice system, explaining the system structure of criminal justice and the specific functions of policing, courts, and corrections. Major topics in policing, courts and corrections are introduced.

CJ1500 - Criminological Theory (4.5)

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.

CJ2100 - Criminal Law (4.5)

This course presents substantive criminal law concepts including definitions of law, definitions of crime, general principles of criminal responsibility, elements of major crimes, punishments, conditions or circumstances which may excuse individuals from criminal responsibility or mitigate punishment, and the court system of the United States.

Prerequisite: CJ1500.

CJ2140 - Crime Analysis (4.5)

This course will provide a basic introduction to the field of crime analysis. The course will not specifically focus on the technology of crime mapping but more on the history, key concepts, data, and techniques used in crime analysis. Students will be introduced to the theoretical and practical aspects of crime mapping and crime analysis. Various methodologies and techniques will be reviewed and examined. Students will learn procedures to analyze the problems, decipher the data, review the results, and disseminate the crime analysis information.

CJ2150 - Professionalism and Ethics in Criminal Justice (4.5)

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.

CJ2200 - Policing in U.S. Society (4.5)

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.

CJ2230 - Diversity and Criminal Justice (4.5)

This course will acquaint students with the various cultural, ethnic, and racial groups that criminal justice practitioners encounter on a daily basis. Students will also examine the relationship and interactions of each group with the criminal justice system.

Prerequisite: CJ1000.

CJ2240 - Introduction to Private Security (4.5)

This course provides an examination of private security from a historical and philosophical perspective. Topics include the evolution of private security; security goals and responsibilities; investigation; loss prevention through risk management; security systems in the industrial, commercial, retail, and institutional settings; and current challenges facing the security profession.

Prerequisite: CJ1000.

CJ2250 - Introduction to Forensics (4.5)

This course will introduce the student to the concepts, applications, and technologies involved in forensic science. Topics such as fingerprint analysis, ballistics, and DNA will be covered, as well as emerging technologies in the law enforcement and criminal justice professions.

Prerequisite: CJ2200.

CJ2280 - Communication for the Criminal Justice Professional (4.5)

This course will introduce the student to the specific writing and communication skills needed to write effective reports in criminal justice applications. Writing style, grammar, and technical writing skills will be introduced and developed, along with increasing understanding of the functions and purposes of the various reports within criminal justice agencies. Specific verbal communications covered include interviewing, preparation for and delivery of courtroom testimony, as well as other types of verbal statements which may be required in a criminal justice setting.

Prerequisite: EN1150 & EN1300.

CJ2300 - U.S. Courts (4.5)

This course provides an overview of the court process from an organizational perspective. The interlocking roles of the prosecutor, judge, and defense attorney are explored as a workgroup dynamic facilitating courtroom activity. The structure and jurisdiction of state and federal courts are examined. Various courtroom dynamic theories are presented with emphasis on court workload processing, plea bargaining, criminal procedure, and how theoretical models influence court activity.

Prerequisite: CJ1500 and EN1300.

CJ2400 - U.S. Corrections (4.5)

This course provides an overview of community and institutional corrections in the United States. Evaluation of contemporary corrections systems and recent research related to issues facing institutional corrections and community corrections are emphasized.

Prerequisite: CJ1500.

CJ2700 - Cybercrime in Criminal Justice (4.5)

This course will examine the history of cybercrime and the techniques and strategies for investigating computer crime. Emphasis will be placed on the identification of cybercrime activity and applying the concepts, theories and laws of computer crime to the conduct of investigations.

CJ3000 - Victimology (4.5)

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.

CJ3005 - Gangs in America (4.5)

Are you familiar with gang hand signs? What graffiti indicates the presence of gang activity? What gangs are likely to be involved in the distribution of narcotics? What are prison gangs, and do they interact with street gangs? This course introduces the criminal justice student to the history and sociology of American street and prison gangs. The course explores the development of the first street gangs, prison gangs, and the growing phenomena of gang globalization. Students will learn the history and culture of these gangs and be better prepared to identify gang signs and behaviors.

Prerequisite: EN1300.

CJ3010 - White-Collar Crime and the Law (4.5)

This course presents the occurrence of white-collar crimes in the United States. Students will explore the current assumptions of criminal behavior, how white-collar crime is addressed in the criminal justice system, and review current and historical cases of white-collar crime. The evolution of white-collar crime and connections to technology will also be touched upon.

Prerequisite: EN1000 or placement recommendation. . Cross-Listed as: PL3010 .

CJ3020 - Serial Killers and the Law (4.5)

This course examines serial killers, their motivations, outcomes, and victims. Considerable focus will be placed upon how the criminal justice system investigates and apprehends these offenders. Students will also explore the outcome of these cases on society and culture.

Prerequisite: CJ1000 and EN1150. Cross-Listed as: PL3020.

CJ3030 - Hate Crimes and the Law (4.5)

This course explores the development of what has been categorized as “Hate Crimes” in our criminal justice system, often resulting in enhanced consequences to perpetrators upon conviction. Societal issues which foster Hate Crimes, and the lasting impact on victims and communities are explored. A discussion of proposed measures to end “Hate Crimes” and the effectiveness of those measures are addressed. Caution: While a professional structure is provided, topics discussed in this course may include graphic details of crimes, as well as religious and political issues.

Prerequisite: CJ1000 and EN1150. Cross-Listed as: PL3030 .

CJ3050 - Loss Prevention (4.5)

This course analyzes the theoretical and practical foundation of security in regard to security risk assessments, loss, and crime prevention for a variety of business types to include medical treatment facilities. Asset management, access control, crime prevention strategies, school and campus safety, wireless and technological advances in security, terrorism, natural disasters, emergency response, and data analysis are just a few of the topics discussed in this course.

Prerequisite: CJ2240.

CJ3100 - Criminal Investigation (4.5)

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.

CJ3200 - Police Issues and Practices (4.5)

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 is placed on the continuous, evolving efforts to address the problems facing law enforcement.

Prerequisite: CJ2200.

CJ3300 - Juvenile Justice and Delinquency (4.5)

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.

CJ3400 - Constitutional Law (4.5)

This course will examine the basics of Constitutional Law from its birth to current applications. The history of the Constitution will be discussed, as well as the two major applications of Constitutional Law: governmental powers and individual liberties. The student will be introduced to a variety of legal terms, as well as become familiar with major cases that affect the criminal justice practitioner today.

Prerequisite: CJ2100 and EN1300.

CJ3500 - Forensic Photography (3)

This course is specifically for the forensic student. Its focus is on what to photograph and how to use the latest equipment and techniques to capture images that translate to the courtroom. Finally, this course emphasizes accuracy, reinforces how to overcome common photographic roadblocks, and discusses forensic photography's applications to law enforcement personnel, firefighters, insurance investigators, and private detectives.

Prerequisite: CJ1000.

CJ3700 - Community Policing (3)

Current events have brought forth harsh criticism of the criminal justice community. As a result, more departments are exploring the Community Policing approach. Community Policing is a strategy that expands the police officer's traditional role to forming partnerships in the community. It is based on team policing, police-community relations, and crime prevention. These partnerships assist officers in the fulfillment of their traditional role: fighting crime. This philosophy is based on the premise of the community and the police working together to improve the quality of life for everyone. This course is a comprehensive overview of that approach.

Prerequisite: CJ1000.

CJ4000 - Psychology and the Law (4.5)

Psychology's concepts and methods are involved in many aspects of the modern legal system. This course covers those concepts and their effect on the legal environment. Topics include the psychological foundations for profiling, incompetency, eyewitness testimony, false confessions, insanity defense, sex offender classification, sentencing, alternative courts, and many other areas in which psychology is incorporated into the legal system.

Prerequisite: EN1300 and PS1050. Cross-Listed as: PL4000.

CJ4200 - Forensic Chemistry (4.5)

This course will provide the student with a fundamental understanding of forensic chemistry. The student acquires a solid foundation for basic chemistry, introducing chemical concepts and practices from a forensic perspective (including multivariate statistics, quality assurance/quality control, and protocols used in working forensic laboratories). It offers students insight into the legal context in which forensic chemistry is conducted, the variety of types of samples and matrices, and extensive use of instrumentation they will likely encounter in the lab and future professions.

Prerequisite: CJ1000.

CJ4300 - Drugs and Alcohol in Criminal Justice (4.5)

This course presents an overview of the description, classification, and analysis of the extent of the drug usage, 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.

CJ4400 - Investigation of Sex Crimes (4.5)

This is an in-depth look at sex crimes. The content in the course may be disturbing to some individuals, but is highly relevant to the law enforcement officer. This course provides analysis of sexually motivated crimes and their application to law enforcement and social agencies. Psychological, physical, investigative and legal aspects relating to the prevention, investigation and prosecution of sex crimes will be explored. Major emphasis will be placed on sexual assault, sex crimes involving children, and sexually motivated homicides, burglaries, vandalism and arson, as well as other areas of sexual deviancy, which result in criminal actions.

Prerequisite: CJ2250 or CJ3100.

CJ4430 - Computer Forensic Investigations (4.5)

How does law enforcement recover text messages, from a human trafficker's cell phone, that have been deleted? How do criminal investigators recover data, from a child pornographer's computer, that has been erased? What are the best practices for recovering and preserving data that law enforcement uses for investigation and evidence in criminal proceedings? This course introduces students to the techniques and tools of computer forensics investigations. Students will receive step-by-step explanations on computer forensic practices that law enforcement uses for criminal investigation, data collection, data preservation, evidence production, and assisting the prosecutor in securing a conviction.

CJ4450 - Security Operations Theory (4.5)

This class presents a global view of security along with the practical application of physical, financial, and cyber security principles. Material covered includes focus on management topics such as planning, budgeting, and interacting with stakeholders; other topics explored include physical security management, the legal aspects of security, and asset protection, policies, and procedures for specific industries.

Prerequisite: EN1150.

CJ4500 - Homeland Security and Terrorism (4.5)

This course presents the various forms of terrorism and the explanations for terrorism from a theoretical and sociological perspective, in order 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 and EN1300.

CJ4600 - Criminal Justice Administration (4.5)

This course provides an overview of the principles and practices of administration and their applications to policing, courts, and corrections with an emphasis on the application of theoretical administrative concepts to practical criminal justice problems.

Prerequisite: CJ2100 and EN1300.

CJ4700 - Applied Research Methods (4.45)

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 and EN1300.

CJ4800-4820 - Criminal Justice Internship (4.5-13.5)

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 and Senior status for BS.

CJ4900 - Criminal Justice Capstone (4.5)

This course is the final application and explanation course for the criminal justice degree. In this course, students will focus upon the following: 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 skills, and the enhancement of communications in criminal justice work.

Prerequisite: All other CJ courses must be completed prior to course enrollment. CJ1000, CJ1200, CJ1500, CJ2100, CJ2150, CJ2200, CJ2300, CJ2400, CJ3000, CJ3100, CJ3200, CJ3300, CJ3400, CJ4300, CJ4500, CJ4600.

CL - CLINICAL LABORATORY

CL1000 - Foundations of Medical Laboratory (3)

Students will explore basic concepts in the medical laboratory. Students will learn to use general laboratory equipment including: centrifuges, microscopes, pipettes, balance scales, spectrophotometers, and glassware. Safety regulations and procedures will be practiced during laboratory exercises. Each discipline of the medical laboratory will be introduced including; hematology,

coagulation, immunology, immunohematology, urinalysis, chemistry, and microbiology.

Offered: (2.5 hours lecture and 1 hour lab per week).

CL1021 - Specimen Collection and Processing (2)

The collection of blood specimens by venipuncture, skin puncture, and arterial puncture is addressed in this course. Students will learn about pre-analytic variables that adversely affect the accuracy of test results. They will perform venipunctures and skin/capillary punctures. Collection of additional specimens such as stool, urine, sputum, and throat swabs are addressed, and students explain proper collection procedures to simulated patients. (1 hour lecture and 2 hours lab)

Prerequisite: CL1010 and SC1332.

CL1055 - Laboratory Operations (3)

Students will be introduced to federal regulations, government organizations, and laboratory professional organizations. The organization of the medical laboratory, educational requirements and duties are covered. General management theory, basic financial management, laboratory information systems, and patient safety will be discussed. Students will focus on quality control, quality assurance, and continuous quality improvement procedures and practices.

Offered: (2.5 hours lecture and 1 hour lab per week).

CL1115 - Basic Immunology and Molecular Diagnostics with Lab (3)

Students will examine the innate and adaptive branches of the immune system. Characteristics of antigens and immunoglobulins are emphasized, as well as cytokines and the complement system. Clinical findings, diagnosis, and monitoring of diseases and disorders involving the immune system and malignant tumors are discussed. Immunological and molecular test principles are explored. Serological procedures, including point-of-care testing, and serial dilutions with the associated calculations are performed in the laboratory.

Prerequisite: CL1000, CL1021, CL1055, and SC1332.
Offered: (2.5 hours lecture and 1 hour lab per week).

CL1120 - Hematology I with Lab (4)

Students will learn about the production, physiology, and function of red and white blood cells, platelets and hemoglobin. Anemias and other disease states are introduced, focusing on their classifications based on morphology and indices. Students will learn about blood coagulation and fibrinolysis. Students will perform basic hematology and coagulation laboratory procedures. (3 hours lecture, 2 hours lab per week)

Prerequisite: CL1000, CL1021, CL1055, and SC1332.

CL1130 - Urinalysis and Body Fluids with Lab (3)

In this course, the student will perform the physical, chemical, and microscopic analysis of urine while reviewing renal physiology and correlating urinalysis findings with clinical conditions. The physical, chemical, and microscopic analysis of other body fluids including: CSF, synovial, and pleural fluids will be discussed and abnormal results will be correlated with clinical conditions and diseases. The performance of manual body fluid cell counts and associated calculations are also emphasized. (2.5 hours lecture, 1 hour lab per week)

Prerequisite: CL1000, CL1021, CL1055, and SC1332.

CL1150 - Immunohematology I with Lab (4)

Characteristics of immunogens (antigens) and immunoglobulins (antibodies) as well as the genetic principles of inheritance are applied to red blood cell typing. Blood Banking reagent composition and use are explained. Blood group systems (antigens and antibodies), including ABO, Rh, Kell, Duffy, Kidd, MNSs, Lewis, Ii, and P1, are covered in detail. Quality control of equipment and reagents, preparation of red blood cell suspensions, and typing tests are discussed and performed. Selection of special procedures to be used in the resolution of discrepant results is discussed. (3 hours lecture, 2 hours lab per week)

CL1170 - Clinical Microbiology I with Lab (4)

General microbiological concepts are reviewed, including nomenclature, use of stains, and selection of culture media. Collection and processing of clinical specimens, direct smear preparation and interpretation, primary culture interpretation, identification of pathogenic bacteria, and antimicrobial susceptibility testing are discussed and performed. Gram positive bacteria and gram negative bacteria are cultured, examined, and identified. (3 hours lecture, 2 hours lab per week)

Prerequisite: CL1000, CL1055, SC1332, and SC1422.

CL1195 - Clinical Chemistry I with Lab (3)

Students will examine the role of the clinical laboratory in the diagnosis and treatment of diseases and disorders. The concepts of molarity and molality, principles of laboratory instrumentation, and automation in the medical laboratory will be covered. Enzyme and protein functions, diseases, disorders, and analyses will be discussed. Students will study the function and regulation of electrolytes and acid-base balance in the body. Clinical signs and symptoms of significant diseases and disorders are identified and linked to laboratory tests employed in the diagnosis of specific organ or system dysfunction.

Prerequisite: CL1000, CL1021, CL1055, SC1332, SC1356.
Offered: (2.5 hours lecture and 1 hour lab per week).

CL2010 - Hematology II with Lab (4)

Students will explore white blood cell, platelet, clotting, hemoglobin, and genetic RBC membrane

disorders. Emphasis is placed on abnormal hematological conditions, such as leukemias, lymphomas, myeloproliferative, and myelodysplastic disorders. Students will examine normal and abnormal peripheral blood smears and differentials. The findings will be related to common hematological disease states. (3 hours lecture, 2 hours lab per week)

Prerequisite: CL1120.

CL2020 - Immunohematology II with Lab (4)

Antibody detection and identification, compatibility testing, transfusion reactions, hemolytic disease of the fetus and newborn, blood donations, blood components, and transfusion therapy are covered in this course. Antibody screens, antibody identifications, crossmatches, and Rh Immunoglobulin (RhIG) candidacy testing are performed. (3 hours lecture, 2 hours lab per week)

Prerequisite: CL1150.

CL2030 - Clinical Microbiology II with Lab (3)

General microbiological concepts are reviewed, including nomenclature, use of stains, and selection of culture media. Collection and processing of clinical specimens, direct smear preparation and interpretation, primary culture interpretation, identification of pathogenic bacteria, and antimicrobial susceptibility testing are discussed and performed. Gram positive bacteria and gram negative bacteria are cultured, examined, and identified. Fungi, parasites and viruses are discussed. (2 hours lecture, 2 hours lab per week)

Prerequisite: CL1170.

CL2055 - Clinical Chemistry II with Lab (4)

In the second course in the Clinical Chemistry series, students will continue to explore function, diseases, and disorders of chemistry analytes. Lipid and carbohydrate metabolism and function, related diseases and disorders will be discussed. Endocrine, digestive, cardiovascular, liver, renal, reproductive, musculoskeletal, and nervous system diseases and disorders and their related laboratory tests are covered.

Prerequisite: CL1195. Offered: (3 hours lecture and 2 hours lab per week).

CL2093 - Clinical Internship I (7)

This internship covers the theory and practice of internship rotations through the following laboratory departments at a clinical facility: hematology, chemistry, urinalysis, coagulation, and phlebotomy. Students collect and process specimens, perform tests and associated quality control, perform preventive maintenance on instruments, and participate in troubleshooting as indicated in each of the listed departments under the supervision of assigned clinical laboratory staff. Emphasis is on the preanalytic, analytic, and postanalytic phases of laboratory testing. (210 hours contact hours)

Prerequisite: CL1000, CL1021, CL1055, CL1115, CL1120, CL1130, CL1150, CL1170, CL1195, CL2010, CL2020, CL2030, CL2055.

CL2094 - Clinical Internship II (7)

This internship covers the theory and practice of internship rotations through the following laboratory departments at a clinical facility: immunohematology, immunology/serology, microbiology, and chemistry. Students collect and process specimens, perform tests and quality control, perform preventive maintenance on instruments, and participate in troubleshooting as indicated under the supervision of assigned clinical laboratory staff. Emphasis is on the preanalytic, analytic, and postanalytic phases of laboratory testing. (210 contact hours)

Prerequisite: CL1000, CL1021, CL1055, CL1115, CL1120, CL1130, CL1150, CL1170, CL1195, CL2010, CL2020, CL2030, CL2055.

CM - CONSTRUCTION MANAGEMENT

CM1100 - Introduction to Construction Management (4.5)

This course will provide an introduction of the construction process. It will include an overview of organization, relationships, contract documents, industry standards, practices, career opportunities, terminology, project types, procurement methods, and terminology.

Prerequisite: MT1050.

CM2100 - Construction Materials and Methods I (4.5)

This course will provide an overview on basic building materials, with emphasis on techniques for assembly and utilization in residential and light construction with various building materials.

Prerequisite: CM1100.

CM2200 - Construction Materials and Methods II (4.5)

This course will provide an analysis of building methods for structural, non-structural, and design and use of temporary structures including method selection, sequencing, and coordination of specialty trades in commercial and industrial construction.

Prerequisite: CM2100.

CM2300 - Construction Documents and Graphics (4.5)

This course will provide an overview of working drawings, specifications, and other documents designed to enable the student to read and interpret complete set of contract documents for residential and light commercial projects. The organization and uses of architectural/engineering drawings and specifications in the construction process will be covered.

Prerequisite: CM1100.

CM2400 - Building Codes and Inspection (4.5)

This course will provide an overview of the permit process, life-safety requirements, and environmental regulations for designs and construction of buildings as established by the national and local jurisdictions.

Prerequisite: CM2200.

CM2500 - Construction Estimating I (4.5)

This course will provide an introduction to the principles and techniques of estimating construction costs, with emphasis on quantity take-off and pricing elements of work.

Prerequisite: CM2200, CM2300.

CM2600 - Construction Planning and Scheduling (4.5)

This course will provide the basic principles, techniques, and practices used as tools by contractors to plan, schedule, and control costs on construction projects.

Prerequisite: CM2500.

CM3100 - Construction Safety (4.5)

This course will cover the requirements of the Occupational Safety and Health Act and other related federal and state legislation that is applied to the building construction industry by addressing standards for accident prevention, hazard identification, and responsibility for compliance emphasized.

Prerequisite: CM1100.

CM3200 - Construction Laws and Contracts (4.5)

This course surveys the legal system as it pertains to the field of construction. Topics include an introduction to the legal system; legalities surrounding construction specifications and plans; how contract changes are handled; warranties, torts, contract termination, and contract damages; liability and indemnity; and conflict and dispute resolution. Upon successful completion of this course, students will be able to administer the construction contracting process, identify basic contract-related legal risks associated with a construction project, and support the management of a construction project within the legal framework of construction law.

Prerequisite: CM2300, MT1050.

CM3300 - Mechanical and Electrical Systems (4.5)

This course provides an overview of mechanical and electrical systems related to construction. Topics include: heating, ventilation and air condition (HVAC), plumbing, lighting, electrical power distribution, building telecommunications and security in residential and commercial construction, along with the advantages and disadvantages of the various systems. Upon successful completion of this course, students will be able to describe the principles of mechanical and electrical systems, explain how these principles affect design and installation considerations, and apply this knowledge when selecting and communicating with contractors.

Prerequisite: CM2300.

CM3400 - Construction Estimating II (4.5)

This course will discuss the principles and techniques for estimating commercial construction projects including a mock bid day exercise on a commercial construction project.

Prerequisite: CM2500.

CM3500 - Productivity and Cost Control (4.5)

This course will discuss the organization, management, and administrative functions on construction projects including a hands-on and extensive case study of a commercial construction project, cost control, and introduction to the concepts of Value Engineering, partnering, and Total Quality Management.

Prerequisite: AC2760, CM2500.

CM3510 - Construction Management Capstone (1.5)

This Capstone project will utilize case studies to apply skills, knowledge, techniques, and concepts developed in prior courses. This course will be based on the concept of integrated project management, including cost estimating and bidding, scheduling, project organization, cost control, documentation, and safety.

Prerequisite: CM1100, CM2100, CM2200, CM2300, CM2400, CM2500, CM2600, CM3100.

CM4100 - Construction Equipment Operations (4.5)

This course will cover the basic principles, practices, and techniques used in the construction industry for selecting and managing construction equipment. The course will focus on understanding the time value of money, selecting the proper equipment for specific construction tasks, estimating equipment ownership and operating costs, and estimating equipment production.

Prerequisite: CM2200, CM2600.

CM4200 - Advanced Construction Graphics (4.5)

This course will emphasize studying construction drawings including key symbols, learning to navigate pdf files and ACAD drawings.

Prerequisite: CM2300.

CM4300 - Green Building Trends and Technology (4.5)

This course will cover the study of sustainable construction techniques and best practices. It will focus on the use of U.S. Green Building Council's Leadership in Energy and Environmental Design standards to evaluate alternatives and select techniques for constructing sustainable projects.

Prerequisite: CM2600.

CM4400 - Construction Project Management and Administration (4.5)

This course shall examine management of construction projects focusing on construction contracting, cost estimating, project scheduling, and resource management.

Prerequisite: CM4300.

CM4500 - Construction Management Capstone (1.5)

This Capstone project will utilize case studies to apply skills, knowledge, techniques, and concepts developed in prior courses. This course will be based on the concept of integrated project management, including cost estimating and bidding, scheduling, project organization, cost control, documentation, and safety.

Prerequisite: CM1100, CM2100, CM2200, CM2300, CM2400, CM2500, CM2600, CM3100, CM3200, CM3300, CM3400, CM3500, CM4100, CM4200, CM4300, CM4400.

CS - COLLEGE STUDIES

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

Your life is already busy and now you are starting college. How will you manage? Fortunately, this course is the perfect way to get you started on the path to college and career success! Caring instructors will be with you every step of the way while you explore NAU resources, technology, and software applications that will make the college experience better than you ever imagined. You will learn strategies for personal and relationship management, become part of a community of lifelong learners, and take the first steps to becoming a skillful writer. Your future success starts with this course!

CS1203 - Bridge to Success: Creating Your Future at NAU (5)

You're coming to college with experience – either gained through your job or through previous college courses. How can you use what you already know to be successful at NAU? In this course, you'll explore how your soft skills, career planning skills, study habits, tech knowledge, and writing skills can be enhanced and applied to your coursework at NAU. Based on your prior on-the-job learning or college experience, you'll choose one of three options designed to strengthen your career-related competencies: a prior learning assessment portfolio; a service-learning project; or a workplace-learning project. By the end of this course, you'll be prepared to use your skills – and your future NAU degree -- to achieve your college and career goals.

CS1301 - Do the Numbers! Achieving College and Career Success (5)

We know what you're thinking. You hate math and this sounds like a math course. You'll be happy to know it isn't a math course! It's a course about numbers and how they apply to your daily life and career. In this course, you'll look at your career plan in terms of the job outlook statistics and potential earnings. You'll explore how to use data, statistics, spreadsheets, and formulas in business, health, and technology careers. Practical applications of numbers, including understanding interest, taxes, and credit, will also be introduced. In this course, you'll learn to love numbers and make them work for you in your life and career. And along the way, you may even brush up on your math skills!

CS1900-2990 - Special Topics in Career Management (1-4.5)

Topics will vary depending on the interests of the instructor and students.

CS2080 - Career Management (3)

This course introduces graduating students to knowledge and skills that will help them secure professional employment. With a focus on the value of lifelong learning, it teaches students how to use open web and library resources for career advancement and planning. Students will practice goal-setting for career and finances, perform a skills gap analysis, and develop a plan to close their skills gap. Students will exit the course with a completed business card, cover letter, and resume.

Prerequisite: Sophomore status for diploma and associate's degree students. Senior status for bachelor's degree students.

CS2086 - Career Path Planning (2)

This course provides students with knowledge and skills in preparing for professional employment, promotions and work transitions. Students will update their "skills" language and mission statement as well as improve networking, interviewing and negotiation and follow-up techniques. Students will plan for success in the global workforce by using tools, such as a completed business card, cover letter, and resume, social media and technology to enhance their career.

Prerequisite: Sophomore status for diploma and associate degree students. Senior status for bachelor's degree students..

DARI - DARI

DARI101 - Beginning Dari, Part 1 (4.5)

DARI 101 is intended for students with no previous Dari study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking,

listening, reading, and writing abilities, as well as knowledge of culture of the region. Students will have access to cutting-edge language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing students with added vocabulary and practice in using the language in current or future career fields. This course teaches Dari (all regions).

DARI102 - Beginning Dari, Part 2 (4.5)

DARI 102 is intended for students who have completed DARI 101 or who test at the 0+/1 level of Dari. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of region's culture, learned in DARI 101. Students will have access to cutting-edge language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with added vocabulary and practice in using the language in current or future career fields. This course teaches Dari (all regions).

DARI201 - Intermediate Dari, Part 1 (4.5)

DARI 201 is intended for students who have completed Arabic 102 or who test at the 1/1+ level of Dari. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Dari-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Dari (all regions).

DARI202 - Intermediate Dari, Part 2 (4.5)

DARI 202 is intended for students who have completed DARI 201 or who test at the 1+/2 level of Dari. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Dari-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Dari (all regions).

DNWS - Defense Threat Reduction Agency's Defense Nuclear Weapons School

Henley-Putnam School of Strategic Security offers these certificates as evidence of education and professional competence. Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses. The DNWS has a unique history as a nuclear weapons training school since 1947 and operates the only radiological training sites within the Department of Defense. These training sites, thorium-seeded fields, provide a realistic environment for students to apply classroom knowledge in a radiological environment. Students wear the proper personal protective gear to use sensitive radioactivity detection and monitoring instruments in complex scenarios with seeded-radioactive sources in the air, soil, railroad cars, shipping containers, and wrecked aircraft. Courses may be subject to particular admissions criteria, including verification of student prerequisite qualifications, professional position and educational requirement, valid security clearance with special access, and military service/organizational quotas.

DNWS CM101 - Geospatial Intelligence for Consequence Assessment (GACA) (4.5)

GACA provides students with concepts and skills to analyze mass-casualty events using the ESRI ArcMap software in conjunction with DTRA hazard modeling tools. Students will apply learning within the context of modeling, mapping, visualization, and consequence assessment using DTRA hazard modeling and assessment tools.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS CM120 - Hazard Prediction and Assessment Capability Level 1 (HPAC-1) (4.5)

HPAC-1 provides students with a basic level of competency in the modeling of hazardous material releases using the DTRA HPAC software package. Upon completion of the course, students will understand the capabilities and limitations of the program and be able to perform basic hazard predictions and assessments.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS CM130 - Joint Effects Model Operator Course (JEM) (4.5)

The Joint Effects Model (JEM) Operator Course gives users basic skills with the JEM to simulate and assess the effects of CBRN weapon strikes and incidents. JEM is a DoD Program of Record for CBRN modeling and represents the integration of selected current capabilities from existing models into a common operating architecture, interoperable system, and user interface. JEM will provide a capability to overlay hazard areas on a map or Common Operational Picture (COP).

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS CM150 - Hazard Prediction and Assessment Capability Level 2-Chemical, Biological, Radiological (HPAC-2-CBR) (4.5)

HPAC-2-CBR provides students with a higher level of proficiency in modeling and analysis of CBR hazard release using HPAC. Students will learn to apply and demonstrate HPAC source term functionality, computation methodologies, translating, and communicating results.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses .

DNWS CM151 - Hazard Prediction and Assessment Capability Level 2-Nuclear (HPAC-2-N) (4.5)

Classified course of instruction, HPAC-2-N provides students with a higher level of proficiency in modeling and analysis of nuclear hazard release using HPAC. Students will learn to apply and demonstrate HPAC source term functionality, computation methodologies, translating, and communicating results. Course is conducted at the SECRET/RD/CNWDI level of classification.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses .

DNWS CM160 - Integrated Munitions Effects Assessment- Level 1 (IMEA-1) (4.5)

This course that provides students with an initial level of competency in IMEA. Students will experience the capabilities and limitations of IMEA by obtaining target models, creating attack plans, and analyzing and interpreting results.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses .

DNWS CM170 - Vulnerability Assessment Protection Options Level 1 (VAPO-1) (4.5)

Students within the VAPO-1 will receive instruction in the full functionality of VAPO to include its capabilities, limitations, and assumptions. Using VAPO functionality, students will assess and analyze a spectrum of threats against assets and develop mitigating strategies with respect to vulnerability assessment and force protection.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS CM180 - Integrated Munitions Effects Assessment- Level 2-Conventional (IMEA-2-C) (4.5)

Classified course of instruction, IMEA-2-C provides students with advanced skills in the application of IMEA conventional strike capabilities and limitations. Students will achieve greater pro¬ficiency with importing and creating target models, developing attack plans, performing consequence assessment to WMD scenarios, and communicating results. Course is conducted at the SECRET level of classification.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS CM181 - Integrated Munitions Effects Assessment- Level 2-Nuclear (IMEA-2-N) (4.5)

Classified course of instruction, IMEA-2-N is a five-day course that provides students with ad¬vanced skills in the application of IMEA nuclear strike capabilities and limitations. Students will achieve greater proficiency with importing and creating target models, developing attack plans, performing consequence assessment to WMD scenarios, and communicating results. Course is conducted at the SECRET/FRD level of classification.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS CM190 - Vulnerability Assessment Protection Options Level 2 (VAPO-2) (4.5)

Students within the VAPO-2 will receive additional instruction in the full functionality of VAPO to gain a higher level of understanding of the software. Students will use a physics based blast effects models to enhance the application of VAPO for force protection, anti-terrorism, and vulnerability assessment modeling against a wide spectrum of real world threats.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses .

DNWS CM260 - Integrated Weapons of Mass Destruction Toolset-Consequence Assessment (IWMDT-CA) (4.5)

IWMDT-CA is a course in which the student achieves an initial level of competency in the modeling of hazard releases. Students learn in a collaborative, Net-centric environment by recognizing the IWMDT toolset, understanding and applying graphical user interface operations, and implementing and assessing consequence assessment initiatives to meet the users mission requirements.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS CM270 - Advanced System Survivability Integrated Simulation Toolkit (ASSIST) (4.5)

Classified course of instruction provides students the basic concepts of radiation, radio communications, radio frequency (RF), propagation, and optics modeling tools. Students trained on the ASSIST tools model the

environments of nuclear detonations in and above the earth's atmosphere. The course includes demonstrations, hands-on familiarization and practice using the ASSIST graphical user interface to apply a suite of models to estimate radiation environments and their effects.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS CM04 - Joint Countering Weapons of Mass Destruction Planning Course (JCPC) (4.5)

Classified course of instruction, JCPC introduces students to U.S. Government and Department of Defense policy, strategy, doctrine, and planning related to CWMD; teaches students to recognize CWMD equities in and operational context; and demonstrates how to incorporate them into the Joint Operation Planning Process. The first half of the course focuses on the three lines of effort (prevent acquisition, contain and reduce threats, and respond to crises) and the four CWMD Activities and their supporting tasks identified in the DoD Strategy for Countering WMD and joint doctrine. The second half of the course takes students through select areas of the JOPP and merges CWMD and JOPP concepts through a series of facilitator-led, small-group planning exercises. Course is conducted at the SECRET level of classification.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NR101 - Nuclear Emergency Team Operations (NETOPS) (9)

A hands-on course for members of a nuclear emergency response team. Subject matter includes modules on basic nuclear physics, biological effects of radiation, response processes and capabilities, radiation detection equipment, contamination control stations, surveys, and command and control. The course culminates with three daily field training exercises during which students fully dress out in anti-contam¬ination clothing, use RADIAC equipment, and perform realistic nuclear emergency team functions at DNWS live radioactive training sites. We welcome all military personnel and Federal employees occupying EOD, CBRN defense specialties and career fields, or other emergency response force positions.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NR130 - Advanced Diagnostic Training 1 (ADT-1) (4.5)

This course focuses on weapons of Mass Destruction threat awareness, interagency policy, national response architecture, nuclear science, radiation detector theory, and crisis communications. This course meets interagency training standards for national crisis response.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NR200 - Applied Radiological Techniques Level 1 (ARRT-1) (3)

A distance learning course exploring the basic theory of radiation sciences and concepts of radiological response field application. Course material covers radioactivity, detection principles, applied calculations, control measures, and survey planning.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NR201 - Advanced Diagnostic Training (ADT-2) (4.5)

Classified course of instruction for explosive ordinance technicians which focuses on steady-state operations threat assessment of Nuclear Materials of Concern. This course also focuses on interagency policy, threat design concepts, nuclear science, tactics, techniques, procedures and crisis communications. This course meets interagency training standards for national crisis response. This course is conducted at the CNWDI/SECRET level of classification.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NR250 - Joint Nuclear Explosive Ordnance Disposal (JNEODC) (4.5)

Classified evolution for explosive ordinance technicians when responding to nuclear weapons accidents as part of the initial response force. The program focuses on nuclear weapons hazards, stockpile safety features and safeguards, weapons development, and response to a nuclear weapon accident/incident.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NR401 - Applied Radiological Techniques Level 2 (ARRT-2) (4.5)

ARRT-2 is an applications follow-on course to ARRT-1 theory focusing on applied radiological problem-solving methods. Approximately 20 percent of the course is based in detector laboratories while the remaining course time is used to experience actual hands-on radiological experiences and interpretation of survey data. The course includes outdoor field exercises and activities.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NW110 - Nuclear Weapons Orientation Course (NWOC) (4.5)

Classified course of instruction, NWOC is an overview of the history and development of nuclear weapons, management of the U.S. nuclear stockpile, and the issues and challenges facing the program. The modules focus on four functional areas: nuclear weapon fundamentals, nuclear weapon effects, nuclear weapons stockpile, and nuclear weapons issues. The course is conducted at the SECRET//RESTRICTED DATA level of classification.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NW120 - Nuclear Weapons Technical Inspectors Course (NWTIC) (4.5)

Classified course of instruction, NWTIC is a 5-day in-residence course at DNWS in which students are taught common inspection methodology to better baseline and educate Service Inspectors for the nuclear enter¬prise. The course uses lectures, facilitated group discussions, and realistic inspection scenarios to ensure strict and consistent application of nuclear weapons technical inspection guidance. Course is conducted at the SECRET//RESTRICTED DATA-CNWDI level of classification.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NW305 - Theater Nuclear Operations Course (TNOC) (4.5)

Classified course of instruction, TNOC provides planners, support staff, targeteers, and staff nuclear planners for joint operations and targeting. The course provides an overview of nuclear weapon capabilities, and effects as well as U.S. nucle¬ar policy, and joint nuclear doctrine. Course is conducted at the TOP SECRET//RESTRICTED DATA-CNWDI level of classification.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS NW401 - Nuclear Policy (NUCPOL) (4.5)

Classified course of instruction, NucPol is an overview of U.S. nuclear weapons policy develop¬ment including issues and challenges facing politicians today. It specifically covers the evolution of U.S. nuclear weapons policy, nuclear deterrence theory, applications of nuclear weapons within the instruments of national policy, factors influencing policy, foreign nation nuclear weapons drivers, and proliferation concerns. A policy-focused tour of the classified Nuclear Weapons Instructional Museum (NWIM) and the course are conducted at the SECRET//RESTRICTED DATA level of classification.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

DNWS R021 - Geospatial Intelligence for Consequence Assessment -Level 2 (GACA-2) (4.5)

This course enables students to apply advanced concepts and features of DTRA's CBRNE modeling in an integrated function-centric approach. This course will build upon previous tool-centric training with demonstrations and hands-on applications using a comprehensive hazard or risk assessment process. The classroom experience will expose students to Incident Commander CBRN decision making.

Offered: Defense Threat Reduction Agency's Defense Nuclear Weapons School (DNWS), Kirtland Air Force Base in Albuquerque, New Mexico, teaches these courses.

EC - ECONOMICS

EC1900-4990 - Special Topics in Economics (1-4.5)

Topics will vary depending on the interests of the instructor and students.

EC2050 - Macroeconomics (4.5)

This is a study of how the entire economic system works. The course is centered around an examination of gross domestic product and examines fiscal and monetary policy, the budget and banking. It demonstrates the role each plays in stabilizing the economy.

Prerequisite: MA1500 or MA2000, and MT1050.

EC2100 - Microeconomics (4.5)

This is a study of the segments of the economic system which examines the behavior of consumers and firms in making decisions on the allocation of limited resources. The course also examines the elasticity's of demand and supply, government actions in markets, market externalities, consumer choice and demand, production and cost, and evaluates economic market types including, perfect competition, monopoly, monopolistic competition, and oligopoly.

Prerequisite: MT1050.

EC3100 - International Economics (4.5)

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.

EN - ENGLISH

EN1000 - College Writing (4.5)

This is an introductory writing course designed to prepare students for various kinds of college and career writing. Students learn skills and strategies for becoming successful readers, writers, and speakers utilizing their experiences and planned career fields. Skills and strategies include reading and writing critically, generating ideas, identifying audience and purpose, organizing ideas, and revising writing.

EN1150 - Composition I (4.5)

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: EN1000 or placement recommendation.

EN1300 - Composition II (4.5)

This course provides a continued engagement with the writing process with an emphasis on argumentation. Students learn how to locate and document peer-reviewed research sources, utilizing electronic and print materials. Students focus on an argumentative research paper and related skills. 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.

EN1900-4990 - Special Topics in English (1-4.5)

Topics will vary depending on the interests of the instructor and students.

EN2050 - Introduction to Literature (4.5)

This course explores elements of poetry, drama, fiction, and the essay to combine instruction in composition with an introduction to literature.

Prerequisite: EN1150.

EN2100 - Speech (4.5)

This course is designed to improve skills in group discussion and extemporaneous speaking for practical application in personal, social, and business situations. Techniques for audience analysis, non-verbal communication, problem solving, organization, and credible source citation will be addressed.

Prerequisite: EN1150.

EN2150 - Interpersonal Professional Communication (4.5)

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.

Prerequisite: EN1150.

EN2500 - Legal Writing (4.5)

See PL2500

Cross-Listed as: EN1300 & PL1350.

EN3050 - Technical Communications (4.5)

In this course, learners apply the principles of writing and oral presentations used in business and academia to develop a scholarly proposal. Word processing and presentation tools are used to create both a written and oral presentation of their research. Various communication formats and styles are also explored. Learners analyze and incorporate primary and secondary research and display their results and findings through graphic displays.

Prerequisite: EN1300.

FN - FINANCE

FN1900-4990 - Special Topics in Finance (1-4.5)

Topics will vary depending on the interests of the instructor and students.

FN3000 - Business Finance I (4.5)

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: AC1060 or AC2760, and MA1500 or MA2000.

FN3010 - Business Finance II (4.5)

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.

FN3050 - Investments and Portfolio Management (4.5)

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: FN3000 and MA2000.

FN3060 - Corporate Investment Decisions (4.5)

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.

FN3100 - Risk Management and Insurance (4.5)

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: FN3000.

FN3200 - Financial Statement Analysis (4.5)

This course is a study of financial statement accounting with emphasis on the reporting function. It is designed to develop critical thinking and problem-solving skills in a financial statement environment. Additionally, the course is focused on the student's ability to analyze and interpret financial data.

Prerequisite: FN3000.

FN3600 - International Financial Management (4.5)

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.

FN4055 - Financial Institutions and Markets (4.5)

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.

FN4500 - Financial Case Analysis (4.5)

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.

FN4800-4840 - Finance Internship (4.5-13.5)

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 finance 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 finance supervisor(s). The student earns either a "Satisfactory" or "Unsatisfactory" grade.

Prerequisite: Completion of Emphasis Core courses, Senior status. FN3010, FN3050, FN3060, FN3100, FN3200, FN3600, FN4055, FN4500.

FN6350DC - Financial Management (4.5)

This course emphasizes the use of financial analysis as a tool in management decision-making. The student will learn to identify and interpret financial information as it relates to the decision-making process and to communicate this information to a variety of audiences. Course can be substituted for FN6200.

Prerequisite: MT6255, FN6200 or 9 credits of accounting and 4.5 credits of finance.

FREN - FRENCH

FREN101 - Beginning French, Part 1 (4.5)

FREN 101 is intended for students with no previous French study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking, listening, reading, and writing abilities, as well as knowledge of culture of the region. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches French (all regions).

FREN102 - Beginning French, Part 2 (4.5)

FREN 102 is intended for students who have completed FREN 101 or who test at the 0+/1 level of French. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of region’s culture, learned in FREN 101. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches French (all regions).

FREN201 - Intermediate French, Part 1 (4.5)

FREN 201 is intended for students who have completed French 102 or who test at the 1/1+ level of French. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students’ understanding of the culture and study of French-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate

and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches French (all regions).

FREN202 - Intermediate French, Part 2 (4.5)

FREN 202 is intended for students who have completed French 201 or who test at the 1+/2 level of French. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of French-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches French (all regions).

FRSI - FARSI

FRSI101 - Beginning Farsi, Part 1 (4.5)

FRSI 101 is intended for students with no previous Farsi study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking, listening, reading, and writing abilities, as well as knowledge of culture of the region. Students will have access to cutting-edge language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing students with added vocabulary and practice in using the language in current or future career fields. This course teaches Farsi (all regions).

FRSI102 - Beginning Farsi, Part 2 (4.5)

FRSI 102 is intended for students who have completed FRSI 101 or who test at the 0+/1 level of Farsi. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of region's culture, learned in FRSI 101. Students will have access to cutting-edge language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with added vocabulary and practice in using the language in current or future career fields. This course teaches Farsi (all regions).

FRSI201 - Intermediate Farsi, Part 1 (4.5)

FRSI 201 is intended for students who have completed Farsi 102 or who test at the 1/1+ level of Farsi. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Farsi-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Farsi (all regions).

FRSI202 - Intermediate Farsi, Part 2 (4.5)

FRSI 202 is intended for students who have completed FRSI 201 or who test at the 1+/2 level of Farsi. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Farsi-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Farsi (all regions).

HA - HEALTH CARE

HA1900-4990 - Special Topics in Healthcare Management (1-4.5)

Topics will vary depending on the interests of the instructor and students.

HA3010D - Introduction to U.S. Healthcare Delivery (4)

This course provides an introduction to healthcare delivery in the United States from a systems theory perspective. Topics of study include the types of professionals employed in health care, 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.

HA3110D - Quality Improvement and Risk Management (4)

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: EN1300 and HA3010D.

HA3120D - Essentials of Managed Care (4)

This course examines the systems and processes used in the U.S. to control healthcare access and cost in order to improve efficiency and productivity in service delivery. Topics addressed include types of managed care organizations, reimbursement models and utilization management in rural and urban settings.

Prerequisite: HA3010D.

HA3220D - Health Information Systems (4)

This course provides healthcare management students with knowledge and skills related to core health informatics principles. These principles include the ethical and legal aspects of health informatics, the use of electronic health record systems, electronic security, and informatics tools

that improve patient safety, patient engagement, and quality outcomes.

Prerequisite: CS1201 and HA3010D.

HA3300D - Healthcare Policy and Ethics (4)

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: EN1300 and HA3010D.

HA3500CA - Introduction to Healthcare Delivery (4)

This course provides an introduction to healthcare delivery in Canada. Topics of study include the types of professionals employed in health care, the role of Health Canada and other federal and international health agencies, and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of health care in Canada and changes in the current healthcare environment will also be examined.

Distribution: Canada.

HA3510CA - Quality Improvement & Risk Management in Health Care (4)

This course addresses methods used to measure and improve the efficiency and effectiveness of care delivery in healthcare institutions in Canada. 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: EN1300 and HA3500CA. Distribution: Canada.

HA3520CA - Essentials of Managed Care (4)

This course examines the systems and processes used 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. Managed Care in a global context will also be examined.

Prerequisite: HA3500CA. Distribution: Canada.

HA3530CA - Intro to Epidemiology (4)

This course provides an introduction to epidemiology. Topics of study include fundamentals epidemiology, study design, disease occurrence and exposure, rates and rations and accuracy. Also discussed are the applications of epidemiology and infectious disease and practicing epidemiology in developing countries.

Prerequisite: CS1301 and HA3500CA. Distribution: Canada.

HA3540CA - Healthcare Policy and Ethics (4)

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 in Canada.

Prerequisite: EN1300 and HA3500CA. Distribution: Canada.

HA4050D - Healthcare Law (4)

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. Professional liability insurance, risk reduction, and tort reform are also addressed.

Prerequisite: BS Students EN1300 and HA3010D; Online RN to BSN Students EN1300.

HA4070D - Regulatory Environment in Health Care (4)

This course emphasizes healthcare funding, reimbursement processes, and related compliance and regulatory mechanisms in healthcare organizations. Selected aspects of federal and state survey requirements are included.

Prerequisite: EN1300 and HA3010D.

HA4110D - Healthcare Planning and Evaluation (4)

This course explores strategic planning and evaluation in healthcare organizations. Students will examine theories and practices from the perspectives of health care and business.

Prerequisite: HA3010D.

HA4120D - Management of Continuum Care Services (4)

This course examines the role, organization, and management characteristics of health care programs and institutions that provide long-term patient services in acute and extended care, home care, outreach, wellness and health promotion, housing, and ambulatory care.

Prerequisite: HA3010D.

HA4200D - Healthcare Financial Management (4)

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 are discussed.

Prerequisite: AC2760 and HA3010D.

HA4300D - Healthcare Management and Supervision (4)

Students will apply the managerial functions of planning, organizing, leading, and controlling to the healthcare environment.

Prerequisite: HA3010D, MT2050, and Senior status.

HA4410CA - Health and Healing (4)

This course provides an introduction to health and healing with a Canadian perspective. Topics of study include connections between our physical and psychological worlds, the psychology of wellness and illness, and the bigger picture of the health of populations. Developments in health promotion in Canada will also be examined.

Prerequisite: EN1300 and HA3500CA. Distribution: Canada.

HA4420CA - Management of Continuum Care (4)

This course examines the role, organization, and management characteristics of health care programs and institutions that provide long-term patient services in acute & extended care, home care, outreach, wellness & health promotion, housing, and ambulatory care with a Canadian perspective.

Prerequisite: EN1300 and HA3500CA. Distribution: Canada.

HA4460CA - Research Methodology (4)

This course provides students with a framework for research design. Students will consider how research is different from other ways of knowing, identify a research problem and questions, conduct a literature review, design a research plan, define a population and sampling plan, construct instruments to collect data, and submit a research proposal. Ethical issues in quantitative and qualitative research are also addressed.

Prerequisite: EN1300 and HA3500CA. Distribution: Canada.

HA4470CA - Regulatory Environment in Health Care (4)

This course emphasizes healthcare funding and reimbursement processes, and related compliance and regulatory mechanisms in healthcare organizations in Canada.

Prerequisite: EN1300 and HA3500CA. Distribution: Canada.

HA4480CA - Healthcare Financial Management (4)

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: EN1300 and HA3500CA. Distribution: Canada.

HA4490CA - Healthcare Management & Supervision (4)

Students will apply the managerial functions of planning, organizing, leading and controlling to the healthcare environment in this capstone course.

Prerequisite: EN1300 and HA3500CA. Distribution: Canada.

HA4501D - Healthcare Management Action Research Project (5)

This course combines experience working on a health services project, writing a senior-level research paper, and presenting the project. Learners will demonstrate critical, analytical, and interpretive skills in their project and thesis.

Prerequisite: All other HA courses in the major core must be completed prior to enrolling in this course. HA3010D, HA3110D, HA3120D, HA3220D, HA3300D, HA4050D, HA4070D, HA4110D, HA4120D, HA4200D, HA4300D.

HA4511D - Healthcare Management Internship (5)

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).

Prerequisite: All other HA courses in the major core must be completed prior to enrolling in this course. HA3010D, HA3110D, HA3120D, HA3220D, HA3300D, HA4050D, HA4070D, HA4110D, HA4120D, HA4200D, HA4300D.

HA4521D - Healthcare Management Capstone (5)

Students will evaluate multiple case studies in all major areas of healthcare management in this capstone course. Through case analysis, they will demonstrate critical, analytical and interpretive skills; hone their professional writing skills; and further develop collaboration and teamwork skills. Students will also complete an in-depth research paper on a critical problem or issue in healthcare management as a final culminating project for their degree program.

Prerequisite: All other HA courses in the major core must be completed prior to enrolling in this course. HA3010D, HA3110D, HA3120D, HA3220D, HA3300D, HA4050D, HA4070D, HA4110D, HA4120D, HA4200D, HA4300D.

HA4530CA - Healthcare Management Action Research Project (4)

The course for Healthcare Management students combines experience working on a health services project, writing a senior-level thesis, and presenting the project. Learners will demonstrate critical, analytical, and interpretive skills in their project and thesis.

Prerequisite: EN1300 and HA3500CA. Distribution: Canada.

HA4540CA - Healthcare Management Capstone (4)

Students will evaluate multiple case studies in all major areas of healthcare management in this capstone course. Through case analysis, they will demonstrate critical, analytical, and interpretive skills; hone their professional writing skills; and further develop collaboration and teamwork skills. Students will also complete an in-depth research paper on a critical problem or issue in healthcare management as a final culminating project for their degree program.

Prerequisite: EN1300 and HA3500CA. Distribution: Canada.

HB - HEALTH AND BEAUTY

HB2100D - Mastering Cosmetology Business (6)

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.

HI - HISTORY

HI1900-4990 - Special Topics in History (1-4.5)

Topics will vary depending on the interests of the instructor and students.

HI2050 - American History Since 1877 (4.5)

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.

HI3500 - American West-Fact and Fiction (4.5)

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.

HIM - HEALTH INFORMATION MANAGEMENT

HIM3000D - Health Informatics (3)

This course provides an overview of the field of health informatics and its use to support clinical decision making. Students will be provided with fundamental knowledge of health informatics concepts and use of information systems and technologies to deliver quality health care. Topics covered include health information exchange, health data analytics, clinical and administrative information systems, interoperability, standardization, safety, and risks associated with health care systems.

Prerequisite: HT2200D.

HIM3010D - Health Systems Analysis and Design (4)

This course will expand on the knowledge of health information management systems by focusing on system design and analysis. Various aspects of data including standardization, structure, collection, organization and storage related to designing a system will be covered. Students will have an opportunity to evaluate system integration and incorporation of mobile technologies, devices, media, interoperability, information governance, and cloud computing. Students will also learn about communication technologies, internet applications, hardware, networking architecture, data modeling, data dictionaries, data warehousing, data storage design, and software requirements necessary to achieve comprehensive system design and analysis capabilities.

Prerequisite: HT2200D.

HIM3020D - Healthcare Data Security and Compliance (3)

The purpose of this course is to provide students with an opportunity to apply privacy and security policies and procedures for internal and external use. Health information exchange is covered, as well as audits, controls, disaster recover, e-security, and identity management. Students will explore data protection solutions and security options to support enterprise data management and compliance measures.

Prerequisite: HT2200D and HT2250D.

HIM3030D - Health Statistics and Research (4)

This course examines the use of statistics for research protocols and techniques. Topics include basic statistical principles, vital statistics, databases, registries, and protocol monitoring and descriptive statistics. The Institutional Review Board process is covered, as well as knowledge-based and evidence-based research. Students will be able to apply, interpret, and present statistics in support of health care processes, challenges, and issues.

Prerequisite: HT2210D and MA3010.

HIM3040D - Clinical Documentation and Decision Support (4)

This course addresses the fundamentals of clinical documentation which involves assessing current quality of health record documentation, development of a CDI program and process. This course will also focus on how clinical documentation improvement impacts the revenue cycle of a healthcare organization.

Prerequisite: HT2135D and HT2210D.

HIM4010D - Information Governance (3)

This course examines the issues, opportunities, and challenges of governing information assets. Students will evaluate elements of data standardization to meet organizational needs and assess an integrated approach to data and information governance. A governance framework will be introduced as a support mechanism for organizational goals, strategic alignment, and proper utilization of assets and resources.

Prerequisite: HIM3010D and HT2200D.

HIM4020D - Project Management for Health Information Management Professionals (4)

This course covers the fundamentals of project management. Students will be provided the skills and key strategies used to successfully lead teams. Students will be introduced to project topics specific to health information management professionals. Reengineering, workflow, work processes and process redesign will be discussed. Techniques for evaluating and managing projects will be presented, in addition to resources used to effectively communicate with stakeholders.

Prerequisite: HIM4010D.

HIM4030D - Revenue Cycle Management and Reimbursement Systems (3)

This course focuses on revenue cycle and its impact on various departments within a healthcare facility. The importance of revenue cycle management is discussed, in addition to the use of clinical data for reimbursement systems. Students will have review strategies to enhance the performance of the revenue cycle, querying for techniques to resolve coding discrepancies, and utilization and resource management.

Prerequisite: HT2135D and HT2230D.

HIM4040D - Current Issues in Health Information Management (3)

This course is designed to cover key topics and current issues in the field of health information management. Emerging developments, industry trends, and national initiatives are evaluated. Students will have an opportunity to assess modern challenges and issues in health care.

Prerequisite: Completion of all other major core courses, except HIM4050D, HIM4100D and specialty electives.

HIM4050D - Health Information Management Leadership (3)

This course is designed to assist in developing leadership skills and understand how people function in the workplace. Students will be able to demonstrate self-assessment, establish personal leadership goals, and integrate system-based leadership behaviors. The course will also cover change management, leadership strategies, and communication skills.

Prerequisite: Completion of all other major core courses, except HIM4040D, HIM4100D and specialty electives.

HIM4100D - Health Information Management Practicum (6.5)

The practicum is designed to allow students to participate in supervised settings to gain practical experience in health information management. Through the application of concepts and theories, students will demonstrate skills in management, leadership, systems and project management, data management and analysis, release of information, computer applications, health records management, and professional interaction with health care professionals. Students will also prepare a written report of their practical learning experience and complete exam preparation activities to help students prepare for the national certification exam.

Prerequisite: Completion of all other courses.

HIM4200D - Data Standards and Structure (4)

The purpose of this course is to provide the students with solid foundations in the basic concepts of data standards and structures. Students will learn how to select and design data structures and models that are that are appropriate for organizational problems and apply knowledge of database architecture and design.

Prerequisite: HT2210D.

HIM4201D - Quantitative and Qualitative Analysis (4)

This course will explore the principles, techniques and instrumentation involved in quantitative and qualitative analysis. The course will present statistics from the management perspective which will allow students to develop skills in using data for decision-making. Various methods will be covered, including collecting and retrieving data, observations, focus groups, action research, queries, and statistics.

Prerequisite: HIM3030D.

HIM4202D - Data Reporting (4)

This course examines and analytic methods, data processing and techniques to report data. Students will apply tools for analyzing healthcare data with statistics, data mining, visualization, data and generating reports. Students will have an opportunity to continue building knowledge and skills in data analysis. Topics covered

include data modeling, reporting, automation, reporting templates, importing and manipulating data, business intelligence, and auditing tools.

Prerequisite: HIM4201D.

HIM4203D - Strategic Management and Best Practices (4)

This course addresses principles of strategic management with emphasis on business functions, procedures, and organizational structure as applied to various health care settings including private and institutional practice. General principles of strategic management are covered, including organizational structures and theory, policy-making, interrelationships across the health care delivery system, enterprise-wide information assets, and strategic planning.

Prerequisite: HT2240D.

HIM4204D - Health Data Analytics Capstone (3)

The capstone course is designed to cover the collection of skills and knowledge obtained in the health data analytics specialty. Students will apply techniques for data collection, analysis, and reporting and knowledge management in a capstone project. The capstone project will be applicable to the field of health information management. Students will learn about related certifications and prepare a professional career plan.

Prerequisite: Completion of all other specialty courses; HIM4200D, HIM4201D, HIM4202D, and HIM4203D.

HIM4300D - Project Planning (4)

This course covers key components of project management including project scope, project time, resource considerations, project lifecycle, and communications. Students develop a more in-depth understanding of concepts and solutions that supports the project management process. Students will have an opportunity to utilize case studies to build knowledge of project management principles and elements of the planning process.

Prerequisite: HIM4020D.

HIM4301D - Project Procurement (4)

This course further examines the techniques and processes used to acquire or evaluate project management services, systems, software, or goods. Course topics include contract and negotiation, procurement strategies, and legal issues. Students will develop a request for proposal, as well as source selection template, and risk assessment and analysis.

Prerequisite: HIM4020D.

HIM4302D - Project Implementation (4)

Students will apply a framework to effectively implement and manage a project. The course will focus on implementation strategies, challenges, and barriers; as well as solutions and management methods. Organizational change and customer acceptance will be introduced. Students will demonstrate practical project management knowledge using case scenarios and simulations.

Prerequisite: HIM4301D.

HIM4303D - Project Communications and Monitoring (4)

The purpose of this course is to provide students with an opportunity to evaluate guidelines for leading and communicating projects. Principles of effective planning, communication, measurement, and motivation are discussed, as well as other monitoring activities. The course presents elements of project control from initiation, to execution and closure. Students will utilize case studies to develop communication and monitoring plans.

Prerequisite: EN3050 and HT2240D.

HIM4304D - Project Management Capstone (3)

The focus of this course is on the concepts and skills involved in project management, utilizing guidelines from the Project Management Body of Knowledge (PMBOK). The course will give the student an opportunity to put together a well-defined project based on real-world specifications or case. Students will use best practices involved in managing a project and complete a team assignment. The capstone project will be applicable to the field of health information management. Students will also learn about related certifications and prepare a professional career plan.

Prerequisite: Completion of all other specialty courses; HIM4300D, HIM4301D, HIM4302D, and HIM4303D.

HIM4400D - User Requirements and Analysis (4)

This course will explore the factors required for users of health information systems. Students will apply usability assessments for the development and use of health information technology by clinicians and administrators. The course topics will consider interactions in user-centered design.

Prerequisite: HIM3010D.

HIM4401D - Workflow Design (4)

This course explores various methods and tools used to facilitate workflow design. Students will integrate user requirements for technology functions into workflow design. Students will learn how administrative and clinical processes are designed and integrated for the flow of information. They will also evaluate workflows to validate or improve organization processes. Additional topics to be addressed include process improvement, workflow modeling techniques, process reengineering, and document exchange.

HIM4402D - System Integration (4)

This course will focus on the management, analysis and workflow design of processes in health information systems and integration. The student will use workflow principals to outline, design, document, analyze and redesign clinical and system processes in healthcare. Techniques to facilitate decisions and critically analyze workflow for process improvements, gaps, redundancies, delays, and inefficiencies will be addressed. In addition to system and clinical processes, the student will design process and information flows to improve quality, reporting and optimize meaningful use initiatives of information technology. The student will learn how to develop a quality improvement implementation plan to present solutions for system and integration process changes.

HIM4403D - Process Management, Usability, and Human Factors (4)

This course covers systems approach, methods, design, models and principals of usability and human factors applied to health information technology. The course will expand on the concept of cognition and human performance models relating to system evaluation. Exercises will allow students to explore the application of usability evidence, requirements engineering methods, and user-centered principals to formulate decisions relating to system and technical selection, design and evaluation. The student will apply principals of usability evaluation and design to diagnose problems and create solutions.

HIM4404D - Healthcare Technology Capstone (3)

This course builds on the concepts of all courses students have taken within the program of study. At the end of the program, the student will complete a capstone project which integrates the knowledge and skills acquired throughout the specialty in an original comprehensive project. The capstone project will be applicable to the field of health information management. Students will also learn about related certifications and prepare a professional career plan. Prerequisite: Completion of all other specialty courses; HIM4400D, HIM4401D, HIM4402D, and HIM4403D

HIND - HINDI

HIND101 - Beginning Hindi, Part 1 (4.5)

HIND 101 is intended for students with no previous Hindi study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking, listening, reading, and writing abilities, as well as knowledge of culture of the region. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Hindi (simplified).

HIND102 - Beginning Hindi, Part 2 (4.5)

HIND 102 is intended for students who have completed HIND 101 or who test at the 0+/1 level of Hindi. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of region's culture, learned in HIND 101. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Hindi (simplified).

HIND201 - Intermediate Hindi, Part 1 (4.5)

HIND 201 is intended for students who have completed HIND 102 or who test at the 1/1+ level of Hindi. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Hindi-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Hindi (simplified).

HIND202 - Intermediate Hindi, Part 2 (4.5)

HIND 202 is intended for students who have completed HIND 201 or who test at the 1+/2 level of Hindi. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Hindi-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Hindi (simplified).

HT - HEALTH INFORMATION TECHNOLOGY HEALTH CARE CODING

HT1000D - Introduction to Health Information Management and Health Care (4)

This course provides an introduction to health care delivery in the United States, the health information management profession, departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. Various aspects related to health record documentation guidelines and standards will be explored, as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers will also be addressed. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment will also be examined.

Prerequisite: CS1201.

HT1900-2990 - Special Topics in Health Information Technology (1-4.5)

Topics will vary depending on the interests of the instructor and students.

HT2117D - ICD Coding and Pathophysiology I with Lab (6)

This course covers clinical vocabularies and classification systems, as well the principles and guidelines for using ICD-9-CM to code diagnoses and procedures, provides a study of human diseases for the allied health student, emphasizes the description, etiology, signs and symptoms, diagnostic procedures, and treatment for specified diseases and introduces the allied health student to the study of medications and medication therapy by 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. Students will gain an understanding of ICD as it is used in inpatient and outpatient settings and its contribution to the severity of illness and case-mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. This course will also introduce students to the International Classification of Diseases- Tenth Revision-Clinical Modification/Procedural Coding System (ICD-10-CM/PCS). Lastly, the applications of coding principles are explored through the use of encoding software tools.

Prerequisite: HT1000D or co-requisite, ME1140, and SC1221.

HT2127D - ICD Coding and Pathophysiology II with Lab (6)

This course covers clinical vocabularies and classification systems, as well the principles and guidelines for using ICD-9-CM to code more advanced diagnoses and procedures. This course also provides a more advanced study of human diseases for the allied health student, emphasizes the description, etiology, signs and symptoms, diagnostic procedures, and treatment for specified diseases and introduces the allied health student to the study of medications and medication therapy by identifying actions, classifications, names, routes of administration, and adverse effects of medications. This course will allow the student to identify a more in-depth analysis of the interaction and effects of certain medications in relation to treatment of specific diseases and disorders. Students will gain an understanding of ICD as it is used in inpatient and outpatient settings. Assignments and advanced examples of patient records will provide practice in coding and sequencing of diagnoses. Lastly, the applications of advanced coding principles are explored through the use of encoding software tools.

Prerequisite: HT2117D and SC1224D.

HT2130D - Current Procedural Terminology Coding with Lab (3)

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 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 lecture/2 hours lab per week)

Prerequisite: HT2127D.

HT2135D - Advanced Coding With Lab (3)

This course will focus on ICD and CPT standards for coding patient diagnoses and procedures. ICD and CPT conventions and guidelines will be applied in identifying and accurately assigning diagnosis and procedure codes in inpatient and outpatient settings. The student will use case scenarios, computerized health records, encoder, and other coding resources to assign diagnosis and procedure codes. In addition, techniques for validating coded clinical information, case-mix, and severity of illness data will be addressed.

Prerequisite: HT2130D.

HT2200D - Health Information Management Systems (4)

This course explores the use of health information systems with an emphasis on health data information, file structures, data storage and retrieval, and security and risk assessment. The determination of information system needs, system implementation, system evaluation and confidentiality/security will also be addressed.

Prerequisite: HT1000D and CS1301.

HT2210D - Healthcare Data Quality and Management (4)

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: HT2200D.

HT2230D - Healthcare Reimbursement (3)

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.

Prerequisite: HT2127D.

HT2240D - Health Information Management and Supervision (3)

This course focuses on the principles of supervisory management in the health information environment and provides an overview of general management functions. Staffing, training, performance, and productivity procedures are explored, as well as work processes and policies and procedures design. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments. This course will also provide an overview of quality improvement methodologies and expand on the use of health information and data for utilization review, risk management, and organizational approaches to quality assessment activities. Methods, tools, technologies and processes for analyzing data are examined, to identify and prepare data for health-related purposes. Displays and reports to support quality improvement programs are explored.

Prerequisite: HT2210D.

HT2250D - Medical Law and Ethics for Health Information Professionals (4)

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.

Prerequisite: EN1300 and HA3010D or HT1000D.

HT2300D - Healthcare Coding Practicum (3)

The practicum is designed to allow students to participate in a supervised setting to gain practical experience in healthcare coding. Through the application of principles and concepts, students will demonstrate skills focused on healthcare coding, billing, and reimbursement, compliance, and data quality. Students will prepare a written report of their practical learning experience. (15 hours lecture, 45 hours practicum)

Prerequisite: Director approval; and completion of all other Major Core courses. (HT1000D, HT2117D, HT2127D, HT2130D, HT2200D, HT2210D, HT2230D, ME1140 except HT2135D).

HT2500D - Health Information Technology Practicum (6)

The practicum is designed to allow students to participate in a supervised setting to gain practical experience in health information management. 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. Students will prepare a written report of their practical learning experience and complete exam preparation activities to help students prepare for the national certification exam. (30 hours lecture, 90 hours practicum)

Prerequisite: Director approval; completion of all other Major Core courses. (HT1000D, HT2117D, HT2127D, HT2130D, HT2200D, HT2210D, HT2230D, HT2300D, ME1140, except HT2135D).

HU - HUMANITIES

HU1900-4990 - Special Topics in the Humanities (1-4.5)

Topics will vary depending on the interests of the instructor and students.

HU2000 - Critical Thinking and Problem Solving (4.5)

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.

HU2100 - Introduction to Humanities (4.5)

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.

HU3050 - Biomedical Ethics (4.5)

After exploring ethical argumentation through basic benefit/harm scenarios, students examine ethical issues in medical treatment and experimentation from the perspectives of patients, their families, and medical professionals. Students also produce arguments for ethical courses of action in biomedical cases.

Prerequisite: EN1150.

INT - INTELLIGENCE

INT300 - Fundamentals of Intelligence (4.5)

This course provides an overview of intelligence and the intelligence cycle. Students taking this class will be able to list and describe the types of intelligence. The course also lays a groundwork for understanding overt and covert intelligence requirements and reporting, intelligence-specific vocabulary, and the breadth and complexity of the U.S. Intelligence Community today.

INT305 - Advanced Critical Thinking and Logic (4.5)

This course teaches the student to employ sound critical thinking, both in the general sense of the term and in narrower contexts related to this school’s programs of study. Students will learn to apply formal but non

quantitative logic, analytical reasoning, and logical reasoning, and above all to appreciate the importance of maintaining an open mind when examining and assessing the validity of various arguments and the value of diverse sources of information.

INT310 - Fundamentals of Analysis (4.5)

The process of taking raw data and obtaining from it intelligence that can be acted upon involves careful analysis and is an integral part of intelligence work. Students will learn various techniques for analyzing raw intelligence, evaluating source credibility, distinguishing "signal" from "noise," and testing hypotheses.

Prerequisite: ENG 39, PHIL 400, or equivalent.

INT315 - Open Source Research (4.5)

This course provides an introduction to accessing and analyzing open sources. Open sources include all sources of information that are not subject to secret classification, including newspapers, websites, academic journals, scholarly and journalistic books, pamphlets, and broadcasts. Students will learn to apply principles of sound research and evaluation to a wide spectrum of source materials, to identify and describe their strengths and weaknesses, and to interpret the material obtained from them properly, while keeping potentially large amounts of information organized and accessible.

INT320 - Propaganda and Disinformation (4.5)

This course offers an introduction to propaganda where students will learn about propaganda and disinformation as well as related topics such as public relations and advertising. By reviewing selected case studies, and applying a specific methodology to analyze a recent propaganda effort of any person, group, or state considered a national security threat to the United States (US), students will develop their quantitative reasoning and critical thinking skills with respect to the use of propaganda in both the public and private sectors.

INT330 - Writing for the Intelligence Professional (4.5)

Students completing this course will be able to demonstrate how to write with clarity, specificity, and brevity, all the while applying basic rules of grammar, spelling, and syntax. The course also explains basic secrecy protocols and how they differ between agencies. Students will develop and apply writing skills essential to accurate and comprehensive generation of reports.

INT379 - History of Intelligence, Part 1 (4.5)

This course surveys the historical development of intelligence organizations in various parts of the world. Students will be able to describe and explain the historical development of intelligence tradecraft for the periods and geographical areas studied, from antiquity through medieval times and be able to bring these "lessons learned" to bear on present-day intelligence issues.

INT380 - History of Intelligence, Part 2 (4.5)

This course surveys the historical development of intelligence organizations in various parts of the world. Students will be able to describe and explain the historical development of intelligence tradecraft for the periods studied, from the time of the Renaissance to the present day, and be able to bring these "lessons learned" to bear on present-day intelligence issues.

INT390 - Covert Action (4.5)

This course provides an introduction to covert operations, one of the four principal elements of intelligence. These operations encompass most of the clandestine activities carried out by intelligence agencies that do not fall into the categories of collection, analysis, and counterintelligence. Students will learn to explain and evaluate operations such as political subversion i.e., agents of influence, support to coup plots, Presidential findings for paramilitary activities, and "black" psychological operations. Students will discuss case studies used to illustrate different types of covert action, both successful and unsuccessful, and learn to write a research paper on a current topic or debate involving U.S. policy or use of covert action.

INT400 - Counterintelligence (4.5)

This course provides an introduction to counterintelligence, one of the four principal elements of intelligence. The purpose of counterintelligence is to prevent foreign intelligence operatives from penetrating one's own security services, an extraordinarily complex task that requires exceptional analytical and human skills. Students will learn to distinguish the conceptual distinctions between traditional law enforcement approaches to counterintelligence, which focus more narrowly on the surveillance and arrest of foreign intelligence operatives, and the subtler and Machiavellian approach geared toward "turning" such operatives into "double agents" who can then be used covertly to manipulate their host agencies.

INT401 - Interrogation and Interviewing Techniques (4.5)

This course deals with extracting information one-on-one in both friendly and non-friendly contexts. Students will learn to explain the differences between interrogation and elicitation and to conduct effective debriefing and cross examination and use related questioning skills. The course will also explain effective methods of using the telephone and how to recognize when your subject is not telling you the truth. Students will also apply proper procedures for recording, transcribing, and analyzing the results of an interview.

INT440 - Technical Surveillance (4.5)

Electronic listening devices, surreptitious video cameras, and surveillance carried out via the Internet can provide a wealth of information as well as create potentially dangerous security breaches. Students in this course will learn to describe different methods of technical surveillance and explain their capabilities. They will learn to identify signs of their use against a target, and to determine the appropriate countermeasures to apply. The class will also discuss the major legal issues involved in technical surveillance and describe current policy issues related to this subject.

INT445 - Operational Security (4.5)

Operational Security (OPSEC) is a set of practices, protocols, processes, and routines designed to restrict or eliminate the flow of information from a project or organization to the outside world. Students will become familiar with standard practices by which intelligence gathering is conducted by adversaries and learn to select the appropriate countermeasures and preventive steps to take. They will also be able to list and identify indicators that their operation is being targeted for intelligence collection by an adversary.

INT460 - Clandestine and Secure Communications (4.5)

The course introduces the student to the basics of encryption and decryption. Topics include the history of cryptology, the evolution of encryption and decryption methods, key management and security, message handling discipline, signals analysis and traffic analysis. The course also covers how to use currently available software to encrypt messages, create digital signatures, verify identities, etc. Steganography, microdots, covert inks and other techniques of hiding messages are also included.

INT476 - Intelligence Collection (4.5)

This course teaches various categories of intelligence gathering and surveillance, including the background and history of contemporary surveillance devices, proper procedures for using surveillance devices for intelligence gathering, and basic use of surveillance for purposes other than intrigue and spying. Students will gain an understanding of how to formulate and implement surveillance techniques legally and effectively in order to gather information within various categories of intelligence.

INT477 - Collection Management (4.5)

This course examines the Intelligence Collection Management process from the establishment of National and other Intelligence Requirements to the assigning of collection priorities to various agencies within the United States Intelligence Community. Students will be able to describe and explain the functions of the Intelligence Requirements process, Operational Directives, the management of intelligence collection resources, and the role of the collection manager in coordinating intelligence collection with intelligence consumers.

INT511DC - Advanced Analytical Methods (4.5)

Advanced forms of analysis require the analyst to adroitly handle information from a variety of sources and disciplines, weighing each according to its inherent strengths and weaknesses. Analysts must also know how to generate alternate scenarios for analytical and preparation purposes. Advanced analysis is the distillation of the intelligence product into information that can prepare leaders and policy makers for otherwise unexpected contingencies. This course teaches the finer points of advanced analysis, including how to present briefings geared to the context of the intelligence customer.

INT525DC - Advanced Counterterrorism Analysis (4.5)

The task of counterterrorism is one that is particularly analysis-intensive. It requires its practitioners to employ a melded set of analytical tools and interoperable capabilities. This objective can be complicated by the fact that many counterterrorism operations might involve several entities, including both the intelligence community and unclassified counterterrorism efforts. This course will explore how to create a unified, integrated, and multi-disciplinary counterterrorism analysis program that makes the best use of all available resources.

Prerequisite: SEC522DC.

INT535DC - Cover (4.5)

This course defines "Cover" as it is used in the arena of clandestine activity. It explores the different types of cover and their relative strengths and weaknesses. The course examines Cover for Action, Cover for Status, Official Cover, and Non-official Cover (including proprietary and front companies). The course will discuss use of aliases during operations, and problems that may be encountered with aliases. Students will examine the federal law and limits in protecting cover, as well as cover used in actual espionage cases.

Prerequisite: SEC522DC.

INT551DC - Double Agents, Denial and Deception (4.5)

This course defines double agents and illustrates their importance in counterintelligence operations. It examines historically significant double agent cases and deception operations, as well as, the underlying precepts and principles for deceptions to be effective. The course examines strategic Denial and Deception (D & D) as used by various countries. The student will participate in an interactive exercise to apply deception concepts and principles to a real world problem.

Prerequisite: INT535DC.

INT584DC - Area Studies Analysis (4.5)

This course presents the primary role of the political analyst and the tools used in analysis. Students will conduct research on intelligence related political issues and learn how to weigh a variety of factors influencing how a political situation is likely to develop. The student also considers how the analyst evaluates information and determines probabilities for various situations. Finally, the student investigates how to handle low-probability, high-impact situations from an analytical standpoint.

Prerequisite: SEC522DC.

INT680DC - Operational Concepts and Planning (Targeting) (4.5)

Intelligence target packages are centralized collections of research that provide information and analysis to support the monitoring, the acquisition, and/or the neutralization of a threat. This course will teach students how to prepare target packages on personnel and inanimate targets for use in military, national, and competitive intelligence sectors, to evaluate target packages to predict future threat activities, and to provide cogent recommendations to decision makers based on target packages.

LA - LAW

LA1150 - Legal Research I (4.5)

This course is a study of the methods and procedures used in legal research. The student will learn the basics of legal writing, citations, and a variety of research techniques over a variety of platforms. Students will learn how to distinguish both primary sources of the law (statutes, regulations, and case law) and secondary sources (legal encyclopedias). Students will be understand the importance of validating research and have basic research analysis skills. Students will be prepared to enhance their research and writing skills in LA1350: Legal Research II and ultimately polish them in LA2500: Legal Writing.

Prerequisite: EN1150.

LA1900-4990 - Special Topics in Law (1-4.5)

Topics will vary depending on the interests of the instructor and students.

LA3100 - Business Law I (4.5)

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: MT1050 or PL1100.

LA3150 - Business Law II (4.5)

This course is a continuation of the study of business law. It focuses on the study of agency law, contract law, the Uniform Commercial Code, debtor-creditor relationships, government regulation of business and business structure. Students analyze hypothetical factual scenarios by applying legal and equitable theories learned in this course. In addition, students develop practical skills by drafting basic contacts, Uniform Commercial Code filings and business formation documents, including but not limited to articles of incorporation and operating agreements.

Prerequisite: LA3100.

LA3200 - International Law (4.5)

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 and MT3000.

LA4900 - Professional Legal Studies Capstone (6)

This course provides legal studies students approaching graduation an opportunity to review and enhance legal competency prior to leaving the current academic setting for the workplace or law school. This course will be the culmination of the legal academic achievements in the program. Students will review major areas of law and assess their learning.

MA - MATHEMATICS

MA1000 - Mathematics Demystified (4.5)

This course is designed to encourage success in college mathematics courses. Students will review basic skills while deepening their understanding of the field of mathematics. Study topics will include whole numbers, decimals, fractions, proportions, percentages, signed numbers, real numbers and algebraic expressions, solving linear equations and inequalities, performing operations involving polynomials, graphing linear equations, solving and graphing inequalities, and simplifying and factoring polynomials. This course can be used as open elective credit only.

Prerequisite: Placement recommendation.

MA1500 - Intermediate Algebra (4.5)

This course builds on introductory algebra concepts and also includes topics such as: utilizing formulas to solve word problems, solving linear equations, graphing linear equations, functions, and compound inequalities, writing equations of linear equations, solving compound and

absolute value inequalities, finding solutions to a system of linear equations and systems of linear inequalities, and uses the methods of factoring polynomials to solve problems.

Prerequisite: MA1000.

MA1900-4990 - Special Topics in Mathematics (1-4.5)

Topics will vary depending on the interests of the instructor and students.

MA2000 - Quantitative Reasoning (4.5)

This course enhances students' quantitative reasoning skills using inductive and deductive reasoning. Content focuses on connections between mathematics and the society in which we live. Students will explore sets and truth tables to order and classify information and use logic more effectively. Other topics include number theory, mathematical modeling, percent, measurement, counting methods, probability theory and statistical methods.

Prerequisite: CS1301.

MA2050 - College Algebra (4.5)

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, inequalities, and functions, operations involving polynomials and rational expressions, exponents, radicals, complex numbers, quadratic functions, arithmetic sequences, geometric sequences and probability.

Prerequisite: Prerequisite: MA1500 or placement recommendation.

MA3000 - Business Statistics (4.5)

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 MA2000.

MA3010 - Statistics for Health Professions (4.5)

This course introduces students to statistical techniques most frequently used by health professionals conducting research. Topics studied include presentation and interpretation of numerical data, measures of central tendency, measures of dispersion, evaluation of measurement tools, Chi-Square test, Student t-test, ANOVA, correlation, and risk.

Prerequisite: MA2000.

ME - MEDICAL

ME1100 - Introduction to Medical Assisting (4)

The student is introduced to the professions of medical assisting and medical administrative assistant, their scope of practice, and career opportunities available. The course orients the student to the healthcare environment, utilizing computers in healthcare, communication skills, scribe duties, and office maintenance.

Offered: Online course 4 hours per week..

ME1140 - Medical Terminology for Health Professions (2)

Students develop a working knowledge of the medical vocabulary utilized in medical records and reports, laboratory findings, and communication in healthcare settings.

Offered: Online course 2 hours per week..

ME1184D - Medical Staff Services Management I (4.5)

This course provides an introduction to the profession of medical staff services management. Medical staff management topics will be addressed, including the medical staff organizational structure, medical staff services roles and responsibilities, and the process of credentialing healthcare providers.

Prerequisite: EN1300, HT2250D, ME1140.

ME1900-2990 - Special Topics in Allied Health (1-4.5)

Topics will vary depending on the interests of the instructor and students.

ME2130 - Clinical Science Lab I (2)

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. (4 hours of lab per week)

Prerequisite: EN1000, ME1100, ME1140, and SC1221.

ME2140 - Clinical Science Lab II (2)

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. (4 hours of lab per week)

Prerequisite: ME2130.

ME2155 - Clinical Science Lab III (3)

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. In addition, students are introduced 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 and AED), and Heartsavers® First Aid. (1 hour lecture, 4 hours lab per week)

Prerequisite: ME2130.

ME2185D - Medical Staff Services Management II (4.5)

This course will expand the MSSM student's knowledge about the roles and functions of a medical staff services department (MSSD), focusing on clinical privileges, peer review and administrative responsibilities. Topics will include the development and application of clinical privileges as well as the categories of clinical privileges that a medical staff services professional (MSSP) will encounter. Students will also be introduced to medical staff peer review functions and will delineate the circumstances that call for particular peer review approaches. Students will explore the administrative functions that are typically assigned to the MSSD, including meeting management, and they will develop an orientation guide for physicians new to the medical staff.

Prerequisite: ME1184D.

ME2186D - Medical Staff Services Management III (4.5)

This course will expand the medical staff services management (MSSM) student's knowledge about the roles and functions of a medical staff department, focusing on regulatory and legal responsibilities of a medical staff services department (MSSD). Students will be introduced to accrediting agencies in a variety of health care settings. They will also become familiar with medical staff bylaws, rules and regulations, and policies, which are the governing documents of a medical staff organization. Students will learn about the challenges encountered by medical staff services professionals (MSSP) related to physician health and behavior issues, and they will explore the legal implications associated with medical staff credentialing, privileging, and peer review processes.

Prerequisite: ME2185D.

ME2211 - Human Pharmacology (4)

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: AAS Programs: CS1301, EN1000, ME1100, ME1140, SC1221; Diploma Programs: ME1140, SC1221 and HA3010D OR ME1100. Offered: Online course 4 hours per week..

ME2250 - Medical Law and Ethics (4)

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.

Prerequisite: AAS Programs: EN1000 and ME1100; Diploma Programs: HA3010D or ME1100. Offered: Online course 4 hours per week..

ME2260 - Medical Records Management (4)

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: AAS Programs: CS1301, EN1000, ME1100, ME1140, SC1221; Diploma Programs: ME1140, SC1221 and HA3010D OR ME1100. Offered: Online course 4 hours per week..

ME2401 - Laboratory Techniques I (2)

Students are introduced to laboratory safety, use of microscopes and other lab equipment and CLIA Waived testing. Entry level skills in quality control, specimen collection, urinalysis, and phlebotomy procedures are covered.

Prerequisite: EN1000, ME1100, ME1140, SC1221. Offered: Four-hour lab per week.

ME2402 - Laboratory Techniques II (2)

Students practice phlebotomy skills and perform CLIA waived testing in this continuation of ME2401. Chemistry, hematology, microbiology, and immunology procedures are covered.

Prerequisite: ME2401. Offered: Four-hour lab per week.

ME2515 - Introduction to Pathophysiology (4.5)

This course provides an introduction to pathophysiology and the related changes that occur in normal human physiologic processes. Course content and learning activities emphasize the description, etiology, clinical manifestations, and treatment for diseases and disorders of the major body systems.

Prerequisite: ME1140 and SC1221. Offered: Online course 4.5 hours per week..

ME2611 - Healthcare Coding and Billing I (4)

The focus of this course is learning the basics of third party reimbursement. The medical topics of Medicare fraud/abuse, Centers for Medicare and Medicaid regulations, HMO's, LMRP's and PRO's are discussed. Application of diagnostic and procedure rules for current

coding systems are used in coding patient diagnosis and services, and completing insurance claim forms.

Prerequisite: ME2515. Offered: Online course 4 hours per week..

ME2612 - Healthcare Coding and Billing II (4)

Advanced practical experience in insurance billing and coding is the focus of this course. Students will abstract proper information from the patient record to the insurance form, code diagnoses and physician services to complete an insurance claim, and follow up on unpaid claims. Special attention will be given to proper use of current coding systems and third party reimbursement issues.

Prerequisite: ME2611. Offered: Online course 4 hours per week..

ME2620 - Medical Office Procedures with Software Apps (4)

The allied health student will demonstrate practical skills and knowledge in medical office administrative duties using manual and computerized methods. The following areas of medical office management are emphasized: administrative responsibilities and procedures, telephone techniques, appointment scheduling, medical practice finances, and scribe functions.

Prerequisite: EN1000, ME1100, ME1140, SC1221.

ME2630 - Medical Billing & Coding Capstone (3)

Students will have the opportunity to practice coding skills using advanced scenarios, patient records, computerized coding systems, the Healthcare Common Procedure Coding System (HCPCS), and Resource-Based Relative Value Scales (RBRVS). Review of program skills and objectives will help to prepare students for future certification examinations.

Prerequisite: HA3010D, ME1140, ME2211, ME2250, ME2260, ME2515, ME2611, ME2612.

ME2650 - Medical Billing & Coding Practicum (4)

This practicum is designed to allow students to apply billing and coding principles and concepts used in clinics and physician office settings. Successful students will prepare to demonstrate skills expected of entry-level billers and coders employed in the healthcare field.

Prerequisite: HA3010D, ME1140, ME2211, ME2250, ME2260, ME2515, ME2611, ME2612, ME2630.

ME2993 - Special Topics in Medical Practice Management (0.5)

Students will examine more advanced topics in management of a medical practice. Students will discuss principles of office management and explain how office policies and procedures lead to more efficient and effective management.

Corequisite: ME2620.

ME3000 - Medical Assisting Examination Review (3)

This course is designed to provide the medical assisting student with a comprehensive review of content, skills, and behaviors in the administrative and clinical duties performed in an ambulatory setting. Emphasis is in preparing students for their practicum and certification exam.

Prerequisite: ME1100, ME1140, ME2130, ME2140, ME2155, ME2211, ME2250, ME2260, ME2401, ME2402, ME2515, ME2611, ME2620.

ME3321 - Medical Administrative Assistant Practicum (4.5)

The medical administrative assistant practicum is designed to allow the student to obtain practical experience in a healthcare setting. An unpaid, supervised practicum in a healthcare setting performing administrative procedures within the scope of the student’s training are addressed.

Prerequisite: ME1100, ME1140, ME2211, ME2250, ME2260, ME2515, ME2611, ME2612, ME2620. Offered: (160 hours at practicum site).

ME3322 - Medical Assisting Practicum (7)

The medical assisting practicum is designed to allow the student to obtain practical experience in a physician's office. A 210 hour unpaid, supervised practicum in an ambulatory healthcare setting performing administrative, clinical, and laboratory procedures, within scope of the student's training are addressed.

Prerequisite: ME1100, ME1140, ME2130, ME2140, ME2155, ME2211, ME2250, ME2260, ME2401, ME2402, ME2515, , ME2611, ME2620. Offered: 210 hours at practicum site.

ME3330D - Medical Staff Services Management Externship (4)

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: HA3010D, HA3110D, HT2250D, ME1140, ME1184D, ME2185D, ME2186D, and ME2515.

ME3332D - Medical Staff Services Management Project (4)

This capstone course is designed to serve as a culmination of the student’s studies in medical staff services management. The course requires students to integrate and apply the knowledge and skills acquired in prior courses by exploring the medical staff services profession in the areas of credentialing and privileging; regulatory standards; or medical staff organization, bylaws, and rules and

regulations. Supporting documents that can be used in the creation of a career portfolio will also be developed.

Prerequisite: HA3010D, HA3110D, HT2250D, ME1140, ME1184D, ME2185D, ME2186D, and ME2515.

MG - MARKETING

MG1900-4990 - Special Topics in Marketing (1-4.5)

Topics will vary depending on the interests of the instructor and students.

MG2100 - Principles of Selling (4.5)

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: MT1050.

MG2200 - Principles of Retailing (4.5)

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: MT1050.

MG2300 - Customer Service Relations (4.5)

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.

MG3000 - Marketing (4.5)

This course explores the field of marketing. Students will learn marketing strategy and the marketing environment, components of the marketing system, consumerism, the legal environment, and the global market. Additional topics include social responsibility, market research, buying behavior, and digital marketing. The marketing decision-making process, which revolves around the marketing mix (product, distribution, promotion, and price), is also reviewed.

Prerequisite: MT2050.

MG3050 - Marketing Management (4.5)

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: MG3000 and MT2050.

MG3150 - Sales Management (4.5)

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 and MT2050.

MG3300 - International Marketing (4.5)

This advanced marketing course allows the student to understand environmental and cultural aspects required to successfully enter into global marketing.

Prerequisite: MG3000.

MG3350 - Social Media Marketing (4.5)

Social media marketing is playing an increasingly prominent role as a powerful marketing tool successfully employed by a variety of business organizations. This course examines the connections that exist between social media concepts and fundamental business considerations such as customer engagement, customer relationship management, and decision support services. Additional topics being treated in this course include social media metrics and measurement, use of profiles, the role of social objects, best practices, and the social business ecosystem.

Prerequisite: MG3000.

MG3400 - Visual Merchandising (4.5)

Designed for retail management learners with basic marketing understanding. This course provides an introduction to the essentials of visual merchandising. Throughout the course students will demonstrate knowledge of visual merchandising tools and techniques employed in the retail industry today. Students will be able to apply this fundamental knowledge to explain and assess aspects of visual merchandising that are important to planning and executing modern visual presentations.

Prerequisite: MG2200.

MG3410 - Store Management (4.5)

This course focuses on the management of running a retail store, from selecting the location to organizing the retail space. Additional topics students will learn include the management of the store operations, marketing the business, and managing retail staff.

Prerequisite: MT2050.

MG3500 - Consumer Behavior (4.5)

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: MG3000. Cross-Listed as: PS3500.

MG4000 - International Retailing (4.5)

This course will look at the retail industry from a global perspective. Topics that students will learn include the social, economic, and political influences on global retailers, differences in global merchandising and pricing, and ecommerce within the global market. Retailing trends in various cultures, and the spread thereof, will also be covered.

Prerequisite: MG2200.

MG4100 - Marketing Cases (4.5)

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: MG3050 and Senior Status.

MG4150 - Marketing Research (4.5)

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: EN1300, MA3000, MG3000, Senior Status.

MG4500-4540 - Marketing Internship (4.5)

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 earns either a "Satisfactory" or "Unsatisfactory" grade.

Prerequisite: Program coordinator or chair approval and Senior status.

MG6500DC - Marketing Administration (4.5)

This course emphasizes the application of marketing concepts and tools in the decision-making process. Students will discuss the manager's role in administering marketing programs and in ensuring that marketing is appropriate to the organization's goals. The course also includes a study of the behavioral, functional, societal, international, and institutional foundations of marketing. Course can be substituted for MG6200.

Prerequisite: MT6255.

MT - MANAGEMENT

MT1050 - Introduction to Business (4.5)

This is an introductory course to the world of business. The student will learn business concepts, the global market place, corporate social responsibility, the legal environment in business, types of business ownership, management techniques, human resource fundamentals, marketing concepts, production and distribution of goods, and financial management.

MT1230 - Spreadsheets For Windows (4.5)

See CI1230

Cross-Listed as: CI1230.

MT1900-4990 - Special Topics in Management (1-4.5)

Topics will vary depending on the interests of the instructor and students.

MT2050 - Principles of Management (4.5)

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.

Prerequisite: MT1050.

MT2200 - Franchising (4.5)

This course explores the world of franchising from an entrepreneurial perspective and covers topics such as the franchisor feasibility study, franchisor and franchisee management and marketing practices, financial considerations, and the franchisor-franchisee relationship.

Prerequisite: MT2050.

MT2400 - Small Business Management Operations (4.5)

This course focuses on the operational issues fundamental to managing a small business. Topics include small business strategic management, managing cash flow, techniques for enhancing profitability, and direction for managing people.

Prerequisite: MT2050, or AC1160 and CS1301.

MT3000 - International Business (4.5)

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: EN1300, and MG3000 or MT2050.

MT3050 - Human Resource Management (4.5)

This course explores Human Resources Management (HRM) concepts as they relate to the HRM managers' and supervisors' workplace decision-making processes. Topics discussed include, HRM roles from a strategic perspective, legal environment of HRM, human resources planning and recruitment, employee selection process, performance management and appraisal, employee compensation, and managing employment relationships.

Prerequisite: MT2050 and EN1300.

MT3080 - Compensation and Benefits (4.5)

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.

MT3100 - Employee and Labor Relations (4.5)

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.

MT3200 - International Management (4.5)

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.

MT3230 - Employment Law (4.5)

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: MT2050

Prerequisite: MT2050. Cross-Listed as: PL3230.

MT3250 - Organizational Behavior (4.5)

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: EN1300 and MT2050

Prerequisite: EN1300 and MT2050.

MT3300 - Supervision (4.5)

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.

MT3356 - Project Management I (4.5)

This course presents an overview of principles that guide professionals in the project management field. This overview includes and explanation of fundamental project management processes from initiating to closing.

MT3365 - Project Management II (4.5)

The second course in the project management course series presents proven methods for the effective scheduling and control of projects. The course also details effective tools in project management being widely utilized in the field today.

MT3375 - Project Management III (4.5)

The third course in the project management course series presents best practices related to procurement, contracts, and risk management. Topics include resource acquisition techniques, contract management practices, and TQM.

MT3385 - Agile Project Management (4.5)

This course presents an overview of Agile Project Management (APM) methodology. APM is geared towards continuous improvement and is an approach to project management that is becoming increasingly more prevalent in today's workplace.

MT3470 - Bankruptcy (4.5)

See PL3470

Cross-Listed as: PL3470.

MT3500 - Managing Information Systems (4.5)

Information systems (IS) have become powerful and indispensable tools of modern business. This course presents fundamental principles of IS from a business management perspective with emphasis on principles that a

manager will find of particular use, such as those related to data management, e-commerce, and current trends in the use of information technology. Prerequisite: MT2050

Prerequisite: MT2050. Cross-Listed as: CI3510.

MT3550 - Entrepreneurship and Small Business (4.5)

This course provides an overview of entrepreneurial concepts and strategies from a small business perspective. Topics include opportunity selection, competitive analysis, location selection, distribution, marketing promotions, financial considerations, legal and risk management issues, and business purchase or franchising opportunities.

Prerequisite: MT2050.

MT3600 - Strategic Entrepreneurship (4.5)

In this course, students investigate the entrepreneurial process and the role of entrepreneurship in the economy. Case study analysis will be integral to this investigation and topics will include entrepreneurial strategy, entrepreneurial marketing, the start-up process, and the importance of solid pro-forma financial statements.

Prerequisite: MT3550.

MT3650 - Business Plan Development (4.5)

In successfully launching a new business venture, the business plan plays a crucial role. This course closely examines the steps of the business planning process and guides students in conducting a feasibility analysis and developing a thorough plan for a prospective business venture.

Prerequisite: AAS Students: MT3600. BS Students - AC1060, AC1160, (EC2050 or EC2100), MG2300, MG3000, MT2050, MT3550, (MT2200 or AC2050), MT2400.

MT3651 - Business Management Capstone (1.5)

This course involves the application of introductory principles and concepts from key functional areas of business to practical scenarios. Students conduct case analysis to determine common elements of business success or failure, using knowledge and skills acquired through prior courses in accounting, economics, marketing, and management.

Prerequisite: Completion of all other Major Core courses.

MT3653 - Business Administration Capstone (1.5)

This course involves the application of introductory principles and concepts from key functional areas of business to practical scenarios. Students conduct case analysis to determine common elements of business success or failure, using knowledge and skills acquired through prior courses in finance, accounting, economics, marketing, and management.

Prerequisite: Completion of all other Major Core courses.

MT3655 - Business Management Capstone (4.5)

This course involves the application of introductory principles and concepts from key functional areas of business to practical scenarios. Students conduct case analysis to determine common elements of business success or failure, using knowledge and skills acquired through prior courses in accounting, economics, marketing, and management.

Prerequisite: Completion of all other Major Core courses. AC2760, EC2050, EC2100, MG3000, MT1050, MT2050.

MT3700D - Introduction to CMII (4.5)

This course describes the CMII approach to integrated process excellence and how to overcome the limitations of traditional Configuration Management and independent business practices. The change process is fast and efficient using the CMII model because the information being changed is properly identified, structured, linked and owned. Completion of this course with a grade of C or better fulfills part of the requirement for CMIIB Certification.

Prerequisite: MT2050.

MT3710D - CMII Change Process (4.5)

This course focuses on identification, physical item hierarchies, development, project planning, life cycle phases, and business processes. The CMII closed-loop and fast-track change process is also extensively covered. The roles of the Change Specialist, Change Review Board, and Change Implementation Board are discussed. Completion of this course with a grade of C or better fulfills part of the requirements for CMIIB Certification.

Prerequisite: MT3700D.

MT3711D - Lean Methods (4.5)

This course focuses on Lean methods that employees may use to help an organization improve processes and how those methods differ from Six Sigma™. Students will model Lean methods to enable an organization to meet its customers' demand for a quality product or service in an ethical and efficient manner. Students will learn how to identify a value stream, eliminate wastes, minimize work and non-value activities, reduce errors and prepare metrics for monitoring and sustaining process improvements.

Prerequisite: MT2050.

MT3717 - Energy Management (4.5)

This course introduces students to the basic principles of energy management. Moreover, the course provides an overview of the energy industry and the dynamics of worldwide energy consumption. Topics include the history of the energy industry and analysis of current and relevant issues within the energy management industry.

Prerequisite: MT1050.

MT3719 - Sustainability (4.5)

This course introduces sustainability concepts from a managerial perspective. The course focuses on key knowledge areas of sustainability theory and practice, including population, ecosystems, global change, energy, agriculture, water, ethics, and cultural history.

Prerequisite: MT1050.

MT3723 - Energy Policy (4.5)

This course will provide students with an overview of energy policy in the U.S. Students will examine public policy decision making and issues related to energy production, distribution, and consumption.

Prerequisite: MT3717.

MT4050 - Training and Development (4.5)

The focus of this course is on training and development (TandD), one of the eight processes in the human resources field. The class will provide an overview of the role of Human Resource Development (HRD) in the organization. Various elements of TandD will be examined as elements of a training program.

Prerequisite: MT3050.

MT4140 - Innovation, Creativity, and New Product Development (4.5)

This course examines innovation from multiple perspectives (including organizational and technological) and at both the macro and micro levels. Topics include the various types of innovation, leading models of innovation, and the concept of innovation as it relates to competitive advantage.

Prerequisite: MT3600.

MT4200 - Business Ethics (4.5)

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: EN1300, and MT2050.

MT4210 - Quantitative Analysis (4.5)

This is an introductory study of decision-making and planning through the use of decision trees, expected monetary value, linear programming, inventory control, and queuing theory.

Prerequisite: MA3000.

MT4230 - Project Management (4.5)

See CI4220

Cross-Listed as: CI4220.

MT4240 - International Entrepreneurship (4.5)

This course explores the opportunities of entering today's global market from the international entrepreneurship perspective. International Entrepreneurship combines theoretical, scenario-based, and real-world application to expose the student to concepts, principles, and skills that are crucial to building and running a successful international business. Topics discussed include international entrepreneurship and entrepreneurship opportunities, entering the global market, and managing the global entrepreneurship enterprise.

Prerequisite: MT3600.

MT4300 - Management Across Cultures (4.5)

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: EN1300 and MT2050.

MT4420 - Strategic Human Resource Management (4.5)

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.

MT4441 - Business Review Lab (1.5)

This course provides a comprehensive review of business related topics to include management, marketing, business ethics and social responsibility, accounting, economics, business law, finance, business analysis, and international issues. A comprehensive examination over these topics will constitute a significant portion of the student's final course grade. (3.0 hours lab/week on campus)

Prerequisite: AC1160 or AC2760, and EC2050, EC2100, FN3000, LA3100, MA3000, MG3000, MT2050, MT4200 and Senior status.

MT4444 - Management Review Lab (1.5)

This course provides a comprehensive review of business related topics to include management, marketing, business ethics and social responsibility, financial accounting, economics, business law, finance, business analysis, and international issues. A comprehensive examination over

these topics will constitute a significant portion of the student's final course grade. (3.0 hours lab/week on campus)

Prerequisite: AC1160 or AC2760, and EC2050, EC2100, FN3000, LA3100, MA3000, MG3000, MT2050, MT4200 and Senior status.

MT4450 - Strategic Management (4.5)

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: MT4441, MT4444, or corequisite.

MT4500-4540 - Management Internship (4.5-13.5)

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 earns either a "Satisfactory" or "Unsatisfactory" grade.

Prerequisite: Completion of Major Core courses and Senior status.

MT4501 - Human Resource Management Internship (4.5)

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 or corequisite.

MT4505 - Human Resource Management Action Research Project (4.5)

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.

MT4723 - Advanced Concepts in Sustainability (4.5)

This course picks up where MT3719 Sustainability leaves off and presents students with the opportunity to explore more in-depth issues related to sustainability and sustainability management such as the economics of sustainability, social and governmental challenges, and new technologies.

Prerequisite: MT3723.

MT4818 - Energy Management Capstone (1.5)

This capstone course affords students the opportunity to apply critical thinking and problem-solving skills to the analysis of case studies in energy management. Moreover, students will also be able to apply their knowledge from across subject areas in an integrated manner through this analysis.

Prerequisite: AC2760, FN3000, MT1050, MT2050, MT3717, MT3719, MT3723, MT6255DC or MT3000+, MT6300DC or MT3050, MT6570DC or MT4300, MT4723.

MT6255DC - Introduction to Leadership and Quality (4.5)

This course emphasizes the four functions of management: planning, leading, organizing and controlling. The course will examine these topics to understand and apply business ethics and Corporate Social Responsibility ("CSR"). Students will investigate how leaders utilize effective communication, build culture and encourage change to create a successful organization.

NS - NURSING

NS1010 - Introduction to Professional Nursing (2)

This course is designed to introduce role understanding and socialization into professional nursing practice. Beginning with a brief historical overview of nursing, nursing is defined in its past, present, and future roles. A review of educational paths in nursing leads the student into an exploration of the multiple roles, responsibilities, and requisite skills of the nurse today and in the future. An introduction to nursing process, nursing informatics, culturally congruent care, health promotion, disease prevention, and health restoration concepts are presented. Nursing theory, legalities, and ethics are introduced. The scope of practice of the professional nurse, evidence based practice, as well as standards of professional practice will be explored. (20 hours theory)

Prerequisite: EN1150, and MA1500 or MA2050, and SC1232, SC1332, SC1422.

NS1020 - Health Assessment (2)

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. (10 hours theory, 20 hours lab)

Prerequisite: EN1150, and MA1500 or MA2050, and SC1232, SC1332, SC1422.

NS1030 - Foundations of Nursing Practice (8)

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. (60 hours theory, 40 hours lab)

Prerequisite: SC1201, SC1370, NS1010, NS1020; NS1030 and NS1031 must be taken concurrently.

NS1031 - Foundations of Nursing Practice Clinical (2)

This course provides the associate degree nursing student an introduction to an actual healthcare environment and the opportunity to implement the principles and psychomotor skills learned in previous and concurrent courses. Health promotion and maintenance principles are an integral component of nursing care. The learner has the opportunity to provide holistic and culturally congruent nursing care for adults and older adults in a long-term care setting. Emphasis is placed on the application of nursing skills, including the nursing process, psychosocial, and culturally congruent client relationships, clinical judgment, communication and documentation, health and physical assessment, and basic and advanced nursing procedures. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in the providing direct client care. (60 hours clinical)

Prerequisite: SC1201, SC1370, NS1010, NS1020; NS1030 and NS1031 must be taken concurrently.

NS1040 - Pharmacology I (4)

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. (30 hours theory, 20 hours lab)

Prerequisite: SC1201, SC1370, NS1010, NS1020.

NS1050 - Adult Health Needs I (4)

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. (30 hours theory, 20 hours lab)

Prerequisite: NS1030, NS1031, NS1040; NS1050 and NS1051 must be taken concurrently.

NS1051 - Adult Health Needs I Clinical (5)

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 the providing direct client care. (150 hours theory)

Prerequisite: NS1030, NS1031, NS1040; NS1050 and NS1051 must be taken concurrently.

NS2011 - Maternal/Child Nursing (6)

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. (60 hours theory: 30 hours - obstetric, 30 hours theory -pediatric)

Prerequisite: SO1050 or PS1050, and NS2031 and NS2032.

NS2012 - Maternal/Child Nursing Clinical (3)

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. (90 hours clinical: 45 hours maternal/newborn, 45 hours pediatric)

Prerequisite: SO1050 or PS1050, and NS2031 and NS2032.

NS2021 - Mental Health Needs of Clients and Families (3)

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 used in the treatment of clients. (30 hours theory)

Prerequisite: SO1050 or PS1050, and EN1150, NS2031, NS2032.

NS2022 - Mental/Health Needs of Clients and Families Clinical (2)

This course provides the associate degree nursing student with the opportunity to develop interpersonal skills for caring for clients, across the lifespan, who may be encountering difficulties in the perceptual or behavioral spheres. Students will develop culturally sensitive care plans using nursing process to meet the needs of the mental health client and the family. The professional nursing student will develop a teaching plan around client diagnosis or treatment and share with the client using therapeutic communication. The student will be able to assess the client and the environment for safety issues which may impair the provision of a therapeutic milieu. The student will integrate nursing care that considers dignity, worth, uniqueness, and the rights of individual clients and families. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in the providing direct client care. (60 hours clinical)

Prerequisite: SO1050 or PS1050, and NS2031 and NS2032; NS2021 and NS2022 must be taken concurrently.

NS2031 - Adult Health Needs II (4)

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. (30 hours theory, 20 hours lab)

Prerequisite: PS2000, NS1050, NS1051; NS2031 and NS2032 must be taken concurrently.

NS2032 - Adult Health Needs II Clinical (7)

This course provides the associate degree nursing student with the opportunity to incorporate advanced medical/surgical nursing concepts and care in a healthcare environment for complex and potentially medically unstable adult and older adult clients. The student will implement the principles and psychomotor skills learned in previous and concurrent courses, and manage health promotion and maintenance for assigned clients. The learner will provide holistic and culturally congruent

nursing care with emphasis on the discriminating management of nursing care, implementation of the nursing process, psychosocial and culturally congruent client relationships, clinical judgment, communication and documentation, health and physical assessment, and advanced nursing procedures in acute and subacute care settings. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in providing direct client care. (210 hours clinical)

Prerequisite: PS2000, NS1050, NS1051; NS2031 and NS2032 must be taken concurrently.

NS2040 - Pharmacology II (1)

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. (20 hours lab)

Prerequisite: NS2011, NS2012, NS2021, NS2022.

NS3011 - Complex Adult Health Needs (5)

This course challenges the associate degree nursing student to integrate and synthesize the knowledge gained in all previous courses to be applied to the adult and older adult client with co-morbidities of both acute and chronic health needs. Emphasis is placed on the management of clients with chronic illness that is complicated by an exacerbation or an acute illness, clients with compromised verbal abilities, clients requiring mechanical ventilation, and clients with multi-system failure. The course also presents the student with the challenges of planning, implementing, and evaluating care for the client with altered sensorium and/or cognition. (30 hours theory, 40 hours lab)

Prerequisite: NS2011, NS2012, NS2021, NS2022; NS3011 and NS3012 must be taken concurrently.

NS3012 - Complex Adult Health Needs Clinical (6)

This clinical course provides the associate degree nursing student the opportunity to integrate all the components of the professional nursing role in acute care and subacute settings. The student will demonstrate leadership, management and culturally congruent care, and skill to care for clients with diverse and complex needs across the lifespan. Students will have the opportunity to demonstrate synthesis of clinical competence and clinical judgment, and respond to complex and emergent client health needs. Students will have the opportunity to organize and prioritize care needs of multiple clients and justify the care of assigned clients. Students are provided faculty-guided and supervised clinical experiences in enhancing clinical judgment and in providing direct client care. (180 hours clinical)

Prerequisite: NS2011, NS2012, NS2021, NS2022; NS3011 and NS3012 must be taken concurrently.

NS3026D - Concepts and Challenges in Professional Nursing (3)

This course is designed to facilitate role understanding and socialization into professional nursing. This course introduces concepts to be explored in further depth in the program, including social context for nursing, nursing roles in the healthcare delivery system, nurses and political action, and nursing's future challenges.

NS3050D - Pathophysiology in Practice (4)

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).

NS3225D - Nursing Theory and Healthcare Delivery Models (4)

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.

NS3250D - Ethics and Issues in Contemporary Nursing (4)

This course explores the theories, models, and principles that serve as guides for ethically sound behavior within a nursing context. The course addresses the complexities created by science and technological advances, increasing cultural diversity, the variety of settings where nurses practice, and emphasizes the importance of principled behavior in personal and professional situations.

NS3305D - Evidence-Based Practice and Research in Nursing (6)

This online course will provide a foundation for research and evidence-based nursing practice. The course will assist learners to understand, critique, and apply nursing research

in providing holistic care to individuals, families, and communities across the continuum of cultures. Learners will develop basic skills to interpret and apply research and evidence to all scopes of nursing practice.

Prerequisite: EN1300, and MA3010.

NS3315 - LPN to RN Transition (4.5)

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 (theory and lab).

Prerequisite: Admission to the nursing clinical core.

NS3320D - Pathophysiologic Concepts I (4)

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, integumentary, genetics, and reproduction.

Prerequisite: SC1232, SC1332.

NS3321D - Holistic Health Assessment (4)

This online course introduces the nursing student to the principles and psychomotor skills necessary to provide holistic and culturally congruent health and physical assessments for clients across the lifespan. Health promotion and maintenance principles are incorporated throughout this course. Emphasis is placed on use of the nursing process, critical thinking skills, and holistic and cultural appropriate care in collecting and documenting the health history and physical assessment data for client's health experience. Students are provided faculty-guided theory and interactive experiences in order to develop competence and confidence in the performance of health history and physical assessments across the lifespan (theory and lab).

Prerequisite: LPN Escrow course ONLY for LPNs bridging into BSN clinical core..

NS3325 - Introduction to Professional Nursing Practice (3)

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.

Prerequisite: LPN Escrow course ONLY for LPNs bridging into BSN clinical core..

NS3326D - Professional Role Development (2)

This course focuses on the core competencies of critical thinking, therapeutic communication, assessment, and technical skill and the progressive, personal, and professional role development of the beginning baccalaureate nurse. A review of educational paths in nursing leads the student into an exploration of the multiple roles, responsibilities, and requisite skills of the nurse today and in the future. The emphasis will be on the role development as a provider of direct and indirect care to individuals, families, groups, communities, and populations throughout the lifespan. Nursing roles will be further explored: designer, coordinator, manager of care, mandatory reporter, advocate, change agent, educator, and member of a profession.

Prerequisite: LPN Escrow course ONLY for LPNs bridging into BSN clinical core..

NS3330 - Foundations of Holistic Nursing (7)

This course focuses on the role of the professional nurse in using therapeutic communication, maintaining professional boundaries, and giving, translating, or transmitting health information to meet the holistic health needs of the client and their family. Health promotion and maintenance principles are incorporated throughout this course, as applied to self health and client health practices. Students will learn to apply growth and development theory, access research about risk factors in illness prevention, and work with clients in a culturally-sensitive manner. Family nursing theory is applied throughout the health experience. In addition, teaching/learning theory and psychosocial health concepts will be applied to individuals, families, and communities (theory and lab).

NS3331 - Foundations of Holistic Nursing Clinical (3)

This clinical course introduces the nursing student to the importance of therapeutic communication and professional relationships. This clinical course focuses on the role of the professional nurse in assessing and meeting the holistic health needs of the client and their family. Family nursing theory is applied throughout the health experience. Students will complete a teaching/learning project, a

comprehensive physical assessment, a comprehensive social assessment, a communication project, and a family nursing intervention to meet the needs and desires of the client and their family unit.

NS3340D - Pathophysiologic Concepts II (4)

This online course builds on previous concepts of pathophysiologic processes underlying disease states across the lifespan. As a basis for beginning nursing practice, students will apply what they have learned in NS3320D to further their knowledge and to link manifestations, diagnostic studies, complications, and disease management to specific disease states and pathologic processes. The focus is on specific pathologic processes involving selected body system disorders with the emphasis on the respiratory, cardiovascular, peripheral vascular, neuropsychiatry, neurologic, sensory and musculoskeletal systems, and multiple interacting systems/multi organ dysfunction.

Prerequisite: NS3320D.

NS3343 - Holistic Nursing Care in Chronic Illness I (6)

This course will focus on the role of the professional nurse in application of the nursing process to meet the holistic healthcare needs of clients with chronic health conditions throughout the lifespan. Family-centered nursing interventions will be used to promote and maintain health and prevent disease complications for families. Developmental theories will be introduced, and family stress and adaptation theories reinforced. Emphasis is placed on physiologic alterations and nursing actions that incorporate play, pharmacological interventions, and medical treatments in the care of clients with chronic health conditions. Chronic illness theory and related concepts that impact the disease trajectory will be explored (theory and lab).

NS3345 - Holistic Nursing Care in Chronic Illness I Clinical (4)

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.

NS3346 - Pharmacology for Nurses (4)

This course provides the theoretical background that enables the student to provide safe and effective nursing care related to medications or herbal/natural products to persons across the lifespan. Students will learn to base clinical decisions in the context of nursing by using current, evidence based information, and through the understanding of pharmacokinetics and pharmacodynamics. Developmental and physiological considerations across the lifespan and diverse populations as associated with drug therapy will be incorporated. Students will learn to monitor and evaluate the effectiveness of drug therapy, the reduction of adverse effects, and appropriate teaching methods. The course delivery format may vary by location in order to meet the respective board of nursing requirements.

NS3360 - Holistic Nursing Care in Acute Illness I (7)

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 (theory and lab).

NS3361 - Holistic Nursing Care in Acute Illness I Clinical (3)

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.

NS4000D - Issues in Transcultural Nursing (4)

This course is designed to assist students to explore and analyze cultural values, beliefs, attitudes, and patterned life ways of themselves, clients, and other members of the community. Learners will describe examples of varying healthcare practices in populations. Utilizing culture care knowledge and methodologies, learners will develop a culturally-congruent nursing care plan that meets the holistic needs of a simulated client and family.

Prerequisite: EN1300.

NS4043 - Holistic Nursing Care of the Community (6)

This course is intended to prepare nurses in the practice of community and public health nursing. This course will meet the entry level population-based public health nursing competencies. Students will be introduced to the basic public health nursing knowledge base and personal

characteristics that contribute to effective nursing practice in the community health setting. Mental health needs of communities, systems, individuals, and families will be incorporated in this course.

Prerequisite: EN1300.

NS4045 - Holistic Nursing Care of the Community Clinical (2)

This clinical course is intended to prepare nurses in the practice of community and public health nursing. Students will have clinical experiences with communities, systems, individuals, and families; with some exposure to home visiting during this educational experience. Each clinical experience has the potential to satisfy a variety of entry level population-based Public Health Nursing competencies. Mental health needs of communities, systems, individuals, and families will be incorporated in a variety of clinical settings.

NS4050D - Public Health and Community Nursing (6)

This course introduces the student to the concept of population focused nursing practice. Public health, public health nursing, and community nursing are examined from a local, national, and international perspective.

Prerequisite: NS3305D, NS4000D.

NS4060D - Caring for Vulnerable Populations (4)

This course builds on Public Health and Community Nursing and focuses specifically on vulnerable populations. Perspectives on vulnerability, epidemiology of vulnerability, factors contributing to vulnerability, and outcomes of vulnerability are explored. Assessment, planning and implementation, evaluation of care, and strategies for improving the health and wellness of vulnerable populations are developed using an epidemiological and culturally competent approach. Prerequisites for Pre-Licensure BSN: EN1300 and NS4043

Prerequisite: BSN: NS4043 and EN1300. Online RN to BSN: NS4050D and EN1300.

NS4143 - Holistic Nursing Care in Acute Illness II and End of Life (6)

This course challenges the student to synthesize the multifaceted nursing roles associated with providing safe and effective care to complex patients in the emergent and/or acute care setting. Students will focus on the multiple dimensions of patient-centered care that promotes psychosocial and physiologic integrity of the client. The emphasis of this course will be focused on the ability of the student to synthesize knowledge from nursing, the arts and sciences in the holistic practice of professional nursing. Students will learn to provide psychosocial, physical, and end of life nursing care and to perform delegated medical treatments in the emergent and/or acute care setting.

NS4145 - Holistic Nursing Care in Acute Illness II and End of Life Clinical (4)

This course challenges the professional nursing student to integrate and synthesize the knowledge gained in the previous acute care nursing course to be applied to clients throughout the lifespan. Students will learn to care for complex multi-system conditions in the acute care setting. The student will be challenged to apply and synthesize the nursing process and the health experience of the client and their family including end of life care. Students will be exposed to a multidisciplinary approach to providing care to emergent and/or complex acute clients. Students are expected to become proficient with diagnostic tests and procedures.

NS4150D - Information Technology in Nursing (4)

This course provides learners with knowledge about IT systems used in hospitals and healthcare agencies and applications to improve nursing delivery of safe patient-centered care. Concepts include a survey of the types of systems currently in use and in development, environmental assessment to determine system needs, implementation and staff education strategies, system cost-benefit determination, and system evaluation. Learners will discuss both the advantages and concerns associated with ongoing changes in information technology.

NS4155D - Public Health and Community Nursing Clinical (2)

This course introduces the student to population based clinical experience with a focus on meeting the health needs of a community as a whole. The student will assess a community in relation to a Healthy People 2020 health objective. Evidence-based public health nursing interventions will be developed based on barriers and assets within a community. Measurable health indicators will be developed as a means of evaluating their success in meeting the goals identified for the chosen population. Community partners are identified that are essential for promoting health within a population.

Prerequisite: NS4050D.

NS4210D - Research and Evidence Based Practice (4)

This online course emphasizes the scientific inquiry behind the discipline of nursing. Empiric knowledge and evidence-based practice methods will be introduced. Quantitative and qualitative research processes along with outcomes research will be incorporated throughout the course. The method of integrated research reviews will be utilized to build an evidence-based practice and assist in the preparation for future graduate-level studies.

Prerequisite: EN1300, MA3010.

NS4243 - Holistic Nursing Care in Chronic Illness II and End of Life (6)

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 will be discussed throughout the course.

NS4245 - Holistic Nursing Care in Chronic Illness II and End of Life Clinical (4)

This clinical course focuses on the role of the professional nurse in applying the nursing process to meet the holistic health needs of clients throughout the lifespan. Emphasis is placed on nursing interventions in the care of clients with chronic health conditions across the health-illness continuum and end of life care. Geriatric and end of life competencies, psychosocial and physiologic integrity nursing strategies, and safe and effective care environments will be demonstrated in the clinical setting. The student will further explore the concepts of supervision and delegation of healthcare personnel in the healthcare setting.

NS4300 - Concept Integration for the Professional Nursing Role I (5)

This course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing family. The nursing process is utilized to identify and meet the needs of the childbearing family and to provide family-centered psychosocial and culturally sensitive care. Concepts of pharmacology specific to the maternity client will be presented. The nursing student will have the opportunity to incorporate maternal/newborn and nursing care concepts in varied healthcare environments. It affords the student an opportunity to implement the principles and psychomotor skills learned in previous and concurrent courses. The student will provide holistic, culturally congruent nursing care to the childbearing family. Emphasis is placed on the competent application of nursing care skills and principles to the childbearing family as the client, utilizing and implementing the nursing process. Communication, clinical judgment, therapeutic client relationships, documentation, and health and physical assessment will be coupled with advanced nursing procedures. Students are provided faculty-guided, supervised clinical experiences in maternal/newborn nursing care (theory, lab, and clinical).

NS4310 - Concept Integration for the Professional Nursing Role II (5)

This integrative concept course enhances the student's understanding of the complex roles professional nurses fulfill in the practice area. This course will assist with the transition from the academic setting to the professional practice setting. Students will have the opportunity to provide client-centered care and evidence based nursing interventions during a supervised clinical or preceptored experience. This experience supports the role transformation of students and promotes clinical competence at the BSN preparation level (theory and clinical).

NS4350D - Quality Management in Nursing and Health Care (4)

This course provides a multidisciplinary approach to quality management. The learner will gain an understanding of the historical and theoretical evolution of quality management, national quality standards, customer satisfaction and cost, issues in quality care, various methods of collecting and managing quality data, and applying evidence-based practice to healthcare systems to improve quality outcomes.

Prerequisite: EN1300.

NS4400D - Leadership and Management in Nursing (6)

This course introduces students to the principles of leadership and management in the practice of nursing. Students explore associated issues and their effect on nursing practice. Concepts related to change, communication, conflict, and financial management will be presented. Students will gain understanding of organizational theories, key skills in nursing and human resource management, strategic planning, participatory thinking, and shared vision.

Prerequisite: Prerequisites for Online RN to BSN: EN1300, NS3225D, NS3305D, and NS4150D. For Pre-Licensure BSN: All 3000-level nursing courses and EN1300, NS3320D, NS3321D, NS3325, NS3326D, NS3330, NS3331, NS3340D, NS3343, NS3345, NS3346, NS3360, NS3361.

NS4401D - Nursing Leadership in Practice Capstone (5)

This course introduces RN to BSN students to the principles of leadership and management in the practice of nursing. Concepts related to the dynamics of change and innovation, communication, conflict, and financial management will be presented. Students will gain understanding of organizational theories, key skills in nursing and human resource management, strategic planning, participatory thinking, and shared vision. Students explore associated issues and their effect on nursing practice with completion of a 60-hour practicum experience based in a chosen organization.

Prerequisite: EN1300 and MA3010.

NUC - NUCLEAR

NUC350 - Principles of Grand Strategy (4.5)

Strategy is neither easy nor simple. This course will focus on grand strategy through the military instrument of statecraft. It will focus on central questions about war and strategy that animate the field and provides a deep, close

analysis of some of the leading frameworks through which students will address those questions. The course will help students to gain a better understanding of what, how, and why the development of strategy becomes difficult in periods of great turmoil, conflict, and change. Further, the course will examine the concept of "grand strategy" and prepare students to compare the United States grand strategy with other states. This course relies heavily on historical case studies to frame the definition of strategy in the context of national defense and military campaigns and prepares students for class discussions, research, and writing a final paper.

NUC410 - Weapons Systems (4.5)

This course surveys the history and development of different categories of weapons and weapons systems. It introduces the global arms market and provides identification strategies to determine origin of manufacture on the basis of markings and other indicators. Students will learn to examine and recognize different classes, makes, and configurations of contemporary weapons. Emphasis is on armament utilized by criminal, terrorist, and light infantry military and paramilitary forces. Students will analyze how weapons capabilities influence tactics by comparing and contrasting doctrine from witnessed employment. Identification strategies for military vehicles, naval assets, and aircraft are also included but to a lesser degree.

NUC415 - Chemical, Biological, Radiological and Nuclear Weapons (4.5)

The course covers a variety of topics related to chemical, biological, radiological and nuclear (CBRN) weapons. Upon completion of this course students will be able to list and describe the characteristics of CBRN agents (basic identification, symptoms, treatment), delivery systems (from individual to weapons of mass destruction), and the psychological aspects of CBRN weapons. Students will also be able to explain the strategic and tactical utility of each type of CBRN weapon in various kinds of conflict and summarize non-proliferation efforts from the Geneva Convention onwards.

OL - ORGANIZATIONAL LEADERSHIP

OL1900-4990 - Special Topics in Organizational Leadership (1-4.5)

Topics will vary depending on the interests of the instructor and students.

OL3100 - Principles of Organizational Leadership (4.5)

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.

Prerequisite: MT1050.

OL4100 - Organizational Culture and Leadership (4.5)

Culture in organizational settings is complex and diverse. This course will address culture at the national, industrial, organizational and sub-organizational levels.

Prerequisite: OL3100.

OL4200 - Learning Organizations (4.5)

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.

OL4300 - Organizational Development and Change (4.5)

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.

OL4501 - Organizational Leadership Action Research I (3)

Research is important in today's business environment and the successful leader must be able to conduct organizational research. In the first course of a two-course series, students will learn about the principles and processes involved in action research. After formulating an action research plan for a specific organizational issue, students will collect data in preparation for further steps taken in Organizational Leadership Action Research II.

Prerequisite: EN1300, MT4050, MT4200, MT4300, OL3100, OL4100, OL4200, OL4300.

OL4551 - Organizational Leadership Action Research II (3)

After conducting preliminary research in Organizational Leadership Action Research I, students will analyze data findings, make specific recommendations based on the analysis, and produce a written research report detailing the action research project. Students will also create a PowerPoint presentation that highlights the central elements of the project.

Prerequisite: OL4501.

OM - Operations Management

OM1000D - Introduction to Business Logistics (4.5)

This course introduces students to the many dimensions of logistics. Students will begin to explore the elements of the logistics system, including demand management, order management, inventory management, warehousing management, and transportation management. Supply chain management concepts, international logistics, and career opportunities in the logistics field are also addressed.

Prerequisite: MT2050.

OM2300D - Demand Forecasting and Inventory Management (4.5)

This course focuses on key components of supply chain management, principally, demand forecasting and inventory management. Topics include the various techniques used in demand forecasting and inventory management, in addition to a limited treatment of resource planning and the application of lean thinking and Six Sigma management philosophies.

Prerequisite: OM1000D.

OM3000 - Operations Management (4.5)

The main focus of this course is on the essentials of effective operations management – the activities which people carry out the actual transformation of resources into products and services. It emphasizes people operating in teams for improved goods and services to customers.

Prerequisite: MT2050.

OM3025D - Logistics and Transportation Management (4.5)

This course introduces students to the field of logistics with an emphasis on the physical distribution and transportation of raw materials, intermediate inputs, and finished product. Throughout the course, students will demonstrate specific knowledge and skills in the areas of logistics planning, pricing and cost decisions, regulations and public policy, risk management, and supply chain management. Furthermore, students will understand the operations and structure of different modes of transportation including rail, water, air, and highway.

Prerequisite: For the AAS-Business Logistics: OM1000D and MT2050. For the BS-Business Administration-Supply Chain Management: MT2050.

OM3050D - Purchasing and Supply Chain Management (4.5)

This course reflects the ever-changing face of supply management and the increased impact of the recent economic recession. Topics include strategic management, innovation, sustainability, and collaboration. The course emphasizes the role that procurement is taking on through increasing stakeholder engagement and delivering costs.

Prerequisite: For the AAS-Business Logistics: OM1000D and MT2050. For the BS-Business Administration-Supply Chain Management: MT2050.

OM3100D - Business Logistics Internship (4.5)

The business logistics internship is designed to provide students with professional experience in an approved logistics setting. Students will apply concepts and theories learned in the classroom to the workplace environment. Successful completion of this course requires a written report, detailing the experience gained during the internship, and successful completion of the projects assigned by the internship supervisor. The student earns either a "Satisfactory" or "Unsatisfactory" grade.

Prerequisite: Completion of all other Major Core courses. AC1060, AC1160, MG3300, MT1050, MT2050, OM1000D, OM2300D, OM3000, OM3025D, OM3050D, EC2050, EC2100.

OM3150D - Business Logistics Projects (4.5)

This course serves as a vehicle to integrate the various discipline specific skills developed throughout the logistics program. The case study approach will be used as the mode of analysis. Students will present analyses of case studies, with an increasing level of sophistication.

Prerequisite: Completion of all other Major Core courses. AC1060, AC1160, MG3000, MT1050, MT2050, OM1000D, OM2300D, OM3000, OM3025D, OM3050D, EC2050, EC2100.

OM3200D - Marketing and Distribution Channels (4.5)

Marketing channels have become an essential element of any successful business plan due to increased competition and the explosion of Information Technology and E-Commerce. Students will become aware of marketing channel strategy, design, and integration of E-Commerce technology.

Prerequisite: MG3000, OM3000.

OM3400D - Manufacturing Planning and Control (4.5)

The development of an effective manufacturing planning and control (MPC) system is essential to the success of any company. This course closely examines planning and controlling in all aspects of manufacturing, including managing materials, scheduling machines and people, and coordinating suppliers and key customers.

Prerequisite: OM3000.

OM4100D - Quality Management in the Supply Chain (4.5)

This course introduces students to the critical role of managers in the process of understanding, measuring, and improving quality throughout the supply chain in manufacturing and services. Quality control strategy, operations, and implementation as a means of creating comparative advantage for a firm is examined, and the

value of leadership in the organization in creating and improving a culture of quality is addressed. Students will also study and implement a Six Sigma™ quality control methodology.

Prerequisite: OM3400D.

OM4500D - Strategic Supply Chain Management (4.5)

This course is designed so students will characterize Strategic Supply Chain Management with an emphasis on understanding and classifying methods of effective Supply Chain Management. Throughout this course, students will demonstrate specific knowledge and skills in the areas of Supply Chain Management, ethics, inventory, contracts, integration, strategies, sourcing, pooling, pricing, global logistics, design, and technologies.

Prerequisite: Completion of all other Emphasis Core courses. OM3025D, OM3050D, OM3200D, OM3400D, OM4100D.

PHIL - PHILOSOPHY

PHIL400 - Ethics of Security and Counterterrorism (4.5)

This course will examine the broad concepts of ethics, morality and integrity, as well as, the relevance of those concepts in the specific professions of protection, intelligence and counterterrorism. The course will analyze current ongoing debates pertaining to terror detainees, renditions, espionage, covert actions and loyalty. Also covered are duties and responsibilities of other professional ethical codes of conduct. Additionally, students will explore various legal aspects of intelligence work and the different laws and regulation that guide the intelligence community and other professions.

PL - PARALEGAL

PL1100 - Introduction to Legal Principles (4.5)

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.

Cross-Listed as: LA1100, SO1100.

PL1150 - Legal Research I (4.5)

This course is a study of methods and procedures used in legal research. It introduces the student to indexes used as the primary source of the law (statutes, regulations and case law), and secondary sources (legal encyclopedias), and includes an introduction to computerized researching.

Prerequisite: EN1150. Cross-Listed as: LA1150.

PL1350 - Legal Research II (4.5)

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: EN1300, PL1150.

PL1900-4990 - Special Topics in Paralegal Studies (1-4.5)

Topics will vary depending on the interests of the instructor and students.

PL2050 - Torts (4.5)

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.

Cross-Listed as: LA2050.

PL2100 - Domestic Relations (4.5)

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.

Cross-Listed as: SO2120 .

PL2150 - Civil Procedure (4.5)

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: PL1100. Cross-Listed as: LA2151.

PL2350 - Criminal Procedure (4.5)

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.

PL2500/EN2500 - Legal Writing (4.5)

This course is an extension of the Legal Research courses with an emphasis on the various types of legal writing. The student is given responsibility for drafting legal correspondence, instruments, pleadings and briefs, in addition to interoffice memorandums.

Prerequisite: EN1300 & PL1350. Cross-Listed as: EN2500.

PL2800 - Topics in Paralegal Studies (2)

Topics will vary depending on the interests of the instructor and students.

PL3000 - Law Office Technology (4.5)

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.

PL3010 - White-Collar Crime and the Law (4.5)

See CJ3010

PL3020 - Serial Killers and the Law (4.5)

See CJ3020

PL3030 - Hate Crimes and the Law (4.5)

See CJ3030

PL3050 - Real Property (4.5)

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, draft deeds and other real estate documents under the supervision of an attorney.

PL3100 - Professional Ethics and Law Office Procedures (4.5)

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.

PL3120 - Classical Rhetoric in a Digital Age (4.5)

Of the many definitions of "rhetoric," this course focuses on rhetoric as the art of persuasion and explores the application of rhetorical theory to the modern world, with emphasis on the legal profession and digital expressions. Students practice and experiment with clarity, structure, fluency, and logic in both oral and written projects. After exploring the concepts of classical rhetoric, students learn to apply those concepts to improve persuasive abilities in today’s society - from courtrooms to advertising to blogs.

Prerequisite: EN1300.

PL3230 - Employment Law (4.5)

See MT3230

Cross-Listed as: MT3230.

PL3250 - Wills, Trusts, and Probate (4.5)

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.

PL3400 - Evidence/Exclusionary Rule (4.5)

This course introduces students to the intriguing and complex rules that govern the admission of evidence at trial. Through the study of the Federal Rules of Evidence, supplemented by numerous examples, students acquire a fundamental knowledge and understanding of the purpose and procedures related to the law of evidence.

Prerequisite: PL1350 or Junior status. Cross-Listed as: LA3400.

PL3470 - Bankruptcy (4.5)

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. Cross-Listed as: MT3470.

PL3500 - Introduction to Contracts (4.5)

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. Cross-Listed as: LA3500.

PL4110 - Elder Law (4.5)

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.

PL4150 - Practical Legal Investigation (4.5)

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.

PL4200 - Litigation and Trial Practice (4.5)

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.

PL4220 - Environmental Law (4.5)

This course examines the complex and interrelated federal, state and local laws and regulations controlling pollution and the environment.

Prerequisite: PL1350.

PL4250 - Administrative Law (4.5)

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. Cross-Listed as: LA4250.

PL4350 - Adversary System (4.5)

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. Cross-Listed as: LA4350.

PL4500-4590 - Paralegal Internship (4.5-13.5)

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: PL2500 and program coordinator or chair approval.

PL4501 - Internship (2)

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. The student earns either a "Satisfactory" or "Unsatisfactory" grade. (60 internship hours)

PL4600 - CLA Review (4.5)

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.

Prerequisite: Program coordinator or chair approval.

PO - POLITICAL SCIENCE

PO2200 - U.S. Government (4.5)

This course will focus on several different areas of the United States government. In particular, discussion and study will center on the process, politics, institutions, and people that make the government function. Additionally, students will learn how current events affect not only the outcomes of elections, legislation, and policy, but also their own lives.

PORT - PORTUGUESE

PORT101 - Beginning Portuguese, Part 1 (4.5)

PORT 101 is intended for students with no previous Portuguese study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking, listening, reading, and writing abilities, as well as knowledge of culture of the region. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Portuguese (Brazilian).

PORT102 - Beginning Portuguese, Part 2 (4.5)

PORT 102 is intended for students who have completed PORT 101 or who test at the 0+/1 level of Portuguese. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of region's culture, learned in PORT 101. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in

current or future career fields. This course teaches Portuguese (Brazilian).

PORT201 - Intermediate Portuguese, Part 1 (4.5)

PORT 201 is intended for students who have completed Portuguese 102 or who test at the 1/1+ level of Portuguese. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Portuguese- speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Portuguese (Brazilian).

PORT202 - Intermediate Portuguese, Part 2 (4.5)

PORT 202 is intended for students who have completed Portuguese 201 or who test at the 1+/2 level of Portuguese. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Portuguese-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Portuguese (Brazilian).

PRO - PROTECTION

PRO375 - History of Executive/Dignitary Protection (4.5)

This course describes the history of the personal bodyguard; the individual who has provided protective services through recorded history. The course will identify and explain the motivations, methods used, and status of the protectors of antiquity through the early modern era, and compare them with the protective personnel and services available today. Emphasis is on protection in the private sector. Students will learn to compare and contrast the status of the protective services provided to dignitaries in Western countries.

PRO380 - Conflict Resolution (4.5)

A fundamental tool of creating a secure situation is to remove sources of conflict. In this course, students will learn to recognize the primary cause and dynamics of conflict and identify appropriate means of conflict resolution, mediation, negotiation, and basic diplomacy for a given situation. The course will focus on both theory and application of acquired skills and techniques. Conflict and crises are about perceived imbalances. Often these difficulties reflect struggles that have gone on for years and perhaps even for generations. One of the challenges in understanding any conflict or crisis is learning the facts involved in the difficulties. Many of these perceptions are the result of conflict this course will shed light on by examining conflict on the individual and organizational levels.

PRO385 - Etiquette and Rapport (4.5)

This course provides a comprehensive study of etiquette for the business professional, with insights into the different customs followed in countries outside the United States. This course will equip students to apply the basic rules of etiquette for conversation, greetings, introductions, handling of business cards, diplomatic methods, manners, issues related to proximity, telephone manners, professional appearance, gift giving, taboos, and social events.

PRO398 - Fundamentals of Threat Assessment (4.5)

One cannot provide protection or prevent attacks unless one knows who the opponents are, the likelihood of them engaging in violence, and the nature of a potential attack. Being able to identify the existence and assess the magnitude of a threat is an essential skill in the fields of protection management, intelligence and counterterrorism. Students will learn how to select and apply the correct methods of threat assessment in a variety of contexts, such as the workplace, public safety, and infrastructure protection. They will also learn to employ procedures for examining vulnerabilities to attack, as well as evaluating the capabilities and motivation of potential attackers.

PRO405 - Consequence Management (4.5)

This course reviews response to disasters – both natural and man-made, and addresses issues related to consequence management of natural disasters or acts of terrorism, including weapons of mass destruction (WMD) events. Students will be able to explain how local, state, and federal emergency agencies interact. Students will learn how to plan and construct consequence and contingency plans to meet both natural and man-made emergencies. The course also provides an introduction to the Incident Command System.

PRO422 - Building Security (4.5)

This is a principles course on the proactive means of securing and protecting facilities and countering threats. Students will learn the basic aspects of building protection: security, safety, surveillance, intelligence, and management. Upon completion of this course, students will be able to apply sound principles of asset protection management through private enforcement and will be able to use proper strategies in order to be prepared for any contingency. Emphasis is on how to protect the fixed asset, the persons in the facility, and sensitive information.

PRO430 - Travel and Hospitals (4.5)

An important component in advance work for any protective operation is the consideration of travel plans - where the principle is going. This class primarily deals with the actual travel of principals, in essence, getting them

from one point to another in the safest manner possible. Another vital factor that must be taken into consideration in advancing any travel plans is the advance of the hospitals along the travel routes in preparation of having the need for these facilities. This course will cover the basics of a proper advance for travel plans and emergency medical preparations.

Prerequisite: PRO466.

PRO432 - Principal's Office and Residence (4.5)

This course examines the importance of insulating principals within the two primary places they spend most of their time - the office and the residence. This class will address how the secure work environment begins at the entrance to the business property, often the parking facility, as well as concerns about natural and man-made disasters. The residence, often believed by principles to be their "safe-harbor" will also be discussed, beginning with estate security, physical and psychological barriers, technical systems, and the residential building itself. This course will cover the basics of a proper advance for determining the needs of a safe and secure office and residence, and discuss emergency preparations for these areas to anticipate and mitigate threats in a proactive manner.

Prerequisite: PRO466.

PRO433 - Off-site Visits (4.5)

This course covers the concerns and issues of preparation for principals to visit sites where he/she may never have been before. Considered the most vulnerable time - traveling to and from unknown destinations - this course will discuss what to look for to ensure personal safety, as well as logistical considerations. It will address the necessary planning, preparation, route surveys, and threat assessment protocols possible for these types of visits. It will also cover specific site security measures and arrangements for different locations to which the principle might travel. This course will cover the basics of a proper advance, including emergency preparations for these visits.

Prerequisite: PRO466.

PRO466 - Advance Work (4.5)

This course explores the various aspects of advance work, which is required for preparation for, and avoidance of, conflict. After obtaining the required theoretical basis, students will replicate the work done as a member of an advance team by gathering intelligence, identifying potential hazards inherent in a given assignment, and writing a complete advance report detailing all the information a protective agent needs for a successful assignment.

PRO494 - Essentials of Executive Protection (4.5)

This course work pertains to the central concerns of the executive protection specialist - the protection of human life. Students will learn how to apply fundamental concepts of executive protection including agent-client relations, vehicle security, threat assessment, office and residential security, basic team management and communications, and advance work. Students will also be able to explain and apply ethical and legal principles that govern the business of executive protection.

PRO500DC - Advanced Executive Protection (4.5)

The modern personal security specialist has evolved far beyond the dull, stereotypical "bodyguard" or "muscle men" whose primary approach is intimidation. Today's executive protection specialist is highly trained and sophisticated and protects clients by preventing trouble rather than relying on ad hoc responses during a crisis. Students who complete this course will learn more advanced methods and techniques for ensuring the safety of a client in more unstable and rapidly evolving situations. They will also learn to plan, conduct, and maintain protection operations as a team leader or manager.

PRO595DC - Advanced Protection Operations (4.5)

Students will receive a broad understanding of executive protection and protective operations. They will explore the basic tenets and terminology used in protection of persons in both the public and private sectors. Students will learn about protective concepts including assessing the threat; working the principle; comprehensive security planning; developing a relationship with the person being protected; skills and resources needed.

PRO596DC - Advanced Protective Intelligence (4.5)

This course will prepare the student to conduct a protective intelligence assessment of a client. Unlike threat assessments, which concentrate on the determination of the general level of danger faced by a particular client, protective intelligence concentrates on the investigation of historical background of a specific subject who shows an "unusual direction of interest" towards a client, the determination of the subject's threat to a client, and finally, the management of the subject's interest towards a client.

PRO690DC - Advanced Threat Assessment (4.5)

The findings from threat assessments determine the type and level of protection required for a client and the level of resources that should be devoted to stopping a particular adversary. This course builds on the introductory course and provides more detailed methods for analyzing potential threats and types of targets, as well as possible defenses based on proper planning, training and observations. Case studies include profiles of threats from foreign countries, terrorists, fans of celebrities and stalkers.

PS - PSYCHOLOGY

PS1050 - Introduction to Psychology (4.5)

This course covers the essentials of psychology and introduces the basic concepts and theories that constitute

the discipline. Students will gain an appreciation of the relevance of psychology to everyday life, especially connecting psychological concepts to the students' chosen discipline of study. Students will explore and understand how to think critically about psychological theories and phenomena.

PS1900-4990 - Special Topics in Psychology (1-4.5)

Topics will vary depending on the interests of the instructor and students.

PS2000 - Human Growth and Development (4.5)

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)

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.

PS3250 - Organizational Behavior (4.5)

See MT3250

Cross-Listed as: MT3250.

PS3251 - Organizational Behavior Principles (4.5)

See MT3251

Cross-Listed as: MT3251.

PS3500 - Consumer Behavior (4.5)

See MG3500

Cross-Listed as: MG3500.

RUSS - RUSSIAN

RUSS101 - Beginning Russian, Part 1 (4.5)

RUSS 101 is intended for students with no previous Russian study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking, listening, reading, and writing abilities, as well as knowledge of culture of the region. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Russian (all regions).

RUSS102 - Beginning Russian, Part 2 (4.5)

RUSS 102 is intended for students who have completed RUSS 101 or who test at the 0+/1 level of Russian. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of region's culture, learned in RUSS 101. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Russian (all regions).

RUSS201 - Intermediate Russian, Part 1 (4.5)

RUSS 201 is intended for students who have completed Russian 102 or who test at the 1/1+ level of Russian. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Russian-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Russian (all regions).

RUSS202 - Intermediate Russian, Part 2 (4.5)

RUSS 202 is intended for students who have completed Russian 201 or who test at the 1+/2 level of Russian. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Russian- speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Russian (all regions).

SC - SCIENCE

SC1100 - Environmental Science (4.5)

This course is an introduction to environmental science that includes energy principles, relationships of organisms in ecosystems, and human impact.

SC1200 - Principles of Nutrition (4.5)

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.

SC1221 - Essentials of Anatomy and Physiology with Lab (6)

Designed for 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 embedded in this lecture-based class to optimize student assimilation and retention of content. (4.5 hours lecture, 3 hours lab per week.)

SC1224D - Advanced Essentials of Anatomy and Physiology with Lab (6)

This course utilizes a systems approach to study human anatomy and physiology. The integumentary system, the skeletal system, the muscular system the nervous system, the endocrine system, blood and cardiovascular system, the lymphatic system, the digestive system, the respiratory system, the urinary system, and the reproductive system are addressed. Each week there are 4-1/2 hours of lecture and three hours of lab scheduled.

Prerequisite: SC1221.

SC1232 - Human Anatomy and Physiology I with Lab (6)

This course utilizes a systems approach to study human anatomy and physiology. Cells and tissues, the integumentary system, the skeletal system, the muscular system, the nervous system, and the endocrine system are addressed. (4.5 hours lecture, 3 hours lab per week)

SC1300 - Physical Science (4.5)

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.

SC1332 - Human Anatomy and Physiology II with Lab (6)

This course utilizes a systems approach to study human anatomy and physiology. The blood and cardiovascular system, the lymphatic system, the digestive system, the respiratory system, the urinary system, and the reproductive system are addressed. Also covered are fluid and electrolyte balance, acid and base balance, and genetics. (4.5 hours lecture, 3 hours lab per week)

Prerequisite: SC1232.

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

Students in health related programs will be introduced to basic general chemistry, organic, and biological chemistry concepts. Students will gain critical thinking skills through application of scientific concepts and problem solving strategies. Laboratory exercises reinforce concepts covered in the lecture portion of the course. No prior knowledge of chemistry is required. (3.5 hours lecture, 2 hours lab per week)

SC1370 - Pathophysiology (6)

This course is designed to familiarize the beginning nursing student with the communication, interpretation and impact of disease by an individual, family and community. The interrelatedness and response to disease will consider the biological, social, cultural, spiritual, physical and behavioral aspects of the individual. Etiology, signs and symptoms, demographics, pathogenesis, and co-morbidities will be considered in reference to various disease processes.

Prerequisite: SC1332.

SC1422 - Microbiology with Lab (6)

This course is a general introductory course to microbiology. It provides a background in many areas of microbiology, antimicrobial agents, immunology and host parasite relationships of microorganisms will be studied with an emphasis on bacteria. In the lab portion of this course, students will learn aseptic techniques and apply them in the isolation of pure cultures of bacteria. Students will also perform various staining techniques and chemical tests to identify these bacteria. The response of bacteria to changes in environmental conditions will be examined. Various life stages of medically important parasites will also be observed. (4.5 hours lecture, 3 hours lab per week)

SC1900-4990 - Special Topics in Science (1-4.5)

Topics will vary depending on the interests of the instructor and students.

SC3705 - Energy Science Principles (4.5)

This course will provide students with an overview of the basic scientific principles underlying the use of energy from fossil fuels and renewable sources of energy.

Prerequisite: MA2000.

SEC - SECURITY

SEC105 - The Foundation, Functions, and Future of Strategic Security (4.5)

This course begins with an overview of the strategic security profession and its three primary components: protection management, counterterrorism, and intelligence. Students will preview the academic, historical, and technological evolutions that gave rise to the

field of strategic security, and go in-depth to examine the main areas in which strategic security practitioner's work. The course is designed for students who have long specialized in one area of strategic security and want to quickly put their work in the broader context of the field; for students new to the strategic security field; and for those who want a more historical and academic perspective on strategic security work.

Prerequisite: Any SSPM Major Core Course.

SEC300 - Certificate Portfolio (3)

This course is a structured reflection course designed to help students analyze their learning experiences to describe their progress and cite specific evidence of learning within their experiences or work. The student should understand the value of the certificate, be able to explain how practice and learning fit together and what gaps in their learning might still exist. Students will build a section of an electronic portfolio on an aspect of the nuclear-related certificate and add a personal reflection on the meaning of the certificate in his or her professional practice. The course is unclassified.

SEC305 - Offensive v. Defensive Security: Understanding the Broader Security Field (4.5)

In the rapidly changing world of security studies, it is important to understand the critical differences between concepts like strategic security, counterterrorism, protection, intelligence, homeland security, criminal justice, conflict studies, emergency management, threat assessment, counterintelligence, and related terms. To achieve this clarity, this course begins by briefly reviewing the history of the field of strategic security and its three component parts - protection, intelligence, and counterterrorism - as well as its two distinguishing characteristics: offensive tactics and operations combined with technological innovation. This course also takes an in-depth survey of related security areas that focus on defensive tactics and operations and delineates the differences between offensive and defensive - both academic and professional distinctions - and the relative strengths and weaknesses of each. Students will enhance their understanding of the broader security field. This course will be useful to practitioners and non-practitioners alike.

SEC320 - Foundations of the Security Industry (4.5)

This is an introductory course exploring public and private security. Students will obtain knowledge of the security industry in the last half of the 20th century and an understanding of its scope and growth. This knowledge will provide the basis for exploring the future of the industry and the role that client protective services will play as threats to executives, dignitaries, celebrities and their families increase.

SEC326 - Foundations of Vehicular Security (4.5)

This course teaches the basics of professional protective driving. Included are essentials of vehicle and motorcade security, the mechanics of protective driving and the management of threats that may be encountered. Students will learn how to combine knowledge with observation, imagination, common sense and critical thinking in the handling of unusual traffic situations, uncontrollable circumstances and varying levels of threats. The course will also introduce students to the psychological stress and physical demands of completing a successful protective driving mission.

SEC340 - Effective Writing for the Security Professional (4.5)

Students will demonstrate the use of writing skills essential to accurate and comprehensive generation of reports for fire, theft, threat, trespass, vandalism, assault, injury and other security-related incidents, while refining their abilities to apply proper rules of grammar, syntax, style, and usage.

SEC344 - Protective Security Law (4.5)

This course provides an examination of the legal standing of civilian security personnel, with emphasis placed on the responsibilities of security personnel. Students will learn to act within the law pertaining to protection of life and property, self-defense, search and seizure, privacy, powers of arrest, avoiding civil liabilities, etc.

SEC360 - Information Security (4.5)

The information age has brought with it added vulnerabilities, especially regarding electronic information and computer networks, but also added opportunities for intelligence gathering. Students taking this course will be able to identify the dangers and opportunities presented by information warfare. They will be able to describe and explain basic cyber warfare strategies and tactics. Students will be able to secure a computer network through such measures as proactive vulnerability analysis, firewalls, and secure remote access. This entails addressing computer hacking techniques (viruses, worms, password sniffers) and security holes in popular platforms like UNIX and Windows.

SEC366 - Managing the Security Organization (4.5)

This course addresses the diverse issues affecting today's security professional and provides a guide to the improvement of leadership, supervisory and training skills. The course will provide knowledge regarding the core and specialized activities within the security organization, their interrelationships, as well as how and why various security functions are organized. Students will learn to use their knowledge of security organization management both in discussion and in providing protection for specific assets and activities. They will also be able to

assess their own core competencies and interest in leading a security organization.

SEC375 - Workplace Violence, Workplace Security (4.5)

Students will learn how to develop safe hiring methods, safe discipline and termination methods, the management of violent and potentially violent incidents, and the role of security directors and security personnel in their efforts to protect employees. They will also learn how to use basic concepts of threat assessment in the workplace.

SEC452 - Infiltration Techniques (4.5)

This course teaches the techniques used to infiltrate targeted organizations, covering such topics as agent preparation, working undercover, insertion methods, the handling of communications, the development of contingency plans, and exfiltration or extraction techniques. Students will learn to effectively recruit and utilize informants; identify safety considerations and unique problems associated with undercover work; determine psychological challenges of undercover work and contact appropriate resources for counseling; identify difficult undercover scenarios and demonstrate methods to get out of them; list prosecutorial guidelines, regulations and entrapment issues; practice risk management principles; understand and practice key issues in the supervision of undercover personnel; demonstrate techniques for infiltration of certain kinds of criminals; identify and demonstrate briefing and debriefing techniques; and explain unique issues associated with women in undercover work.

SEC486 - Bomb Threat Management (4.5)

This course teaches bomb threat management as an essential component of the overall management of normal business operations, with special emphasis being placed on proactive measures to control such threats and the procedures to be followed in response to a threat incident. Students learn the issues that affect the determination of which threat management policy should be chosen for an organization or a facility, and how to implement that policy in terms of corporate personnel participation and financial support. Students will also learn to recognize bomb threatening situations and behavior of a prospective bomber.

SEC522DC - Advanced Surveillance and Countersurveillance (4.5)

Surveillance is the process by which intelligence information is acquired in the field for a public or private purpose. This acquisition can take many forms including human surveillance, which must be conducted in such a manner so that there is not violation of privacy rights of those under scrutiny. Such surveillance requires a careful technique and a dedicated patience necessary to gather essential information. This course is intended to provide an intelligently aggressive manner in which different types of surveillance will be discussed along with analysis of how equipment complements observation activities. The material presented in this course is applicable to professionals in the fields of intelligence, protection and counterterrorism.

Prerequisite: INT511, PRO500, or TCT517.

SEC665DC - Cyber Security (4.5)

This course covers the development and effect on business and government of computer hacking, with special emphasis on methods, tools, and hacker culture. Students will learn to describe the specific tools of hackers and system administrators as well as the literature and subcultures of hackers and groups dedicated to malicious computer hacking. They will also be able to distinguish appropriate countermeasures to be applied to shore up specific vulnerabilities and to fend off specific types of intrusion attempts.

SO - SOCIOLOGY

SO1050 - Introduction to Sociology (4.5)

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.

SO1060 - Foundations of Cultural Competence (2)

This course provides the opportunity for students to examine cultures other than their own in order to better understand the customs and perspectives of others. Through topics such as culturally competent communication, decision-making, problem solving, ethics, and social responsibility, students will learn how they can improve their effectiveness in multicultural settings.

SO1100 - Introduction to Legal Principles (4.5)

See PL1100

Cross-Listed as: PL1100, LA1100.

SO1800 - Community Volunteer Practicum (4.5)

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.

SO1900-4990 - Special Topics in Sociology (1-4.5)

Topics will vary depending on the interests of the instructor and students.

SO2120 - Domestic Relations (4.5)

See PL2100

Cross-Listed as: PL2100.

SO4150 - Business and Society (4.5)

See MT4150

Cross-Listed as: MT4150.

SPAN - SPANISH

SPAN101 - Beginning Spanish, Part 1 (4.5)

SPAN 101 is intended for students with no previous Spanish study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking, listening, reading, and writing abilities, as well as knowledge of culture of the region. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Spanish (Latin American).

SPAN102 - Beginning Spanish, Part 2 (4.5)

SPAN 102 is intended for students who have completed SPAN 101 or who test at the 0+/1 level of Spanish. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of region's culture, learned in SPAN 101. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Spanish (Latin American).

SPAN201 - Intermediate Spanish, Part 1 (4.5)

SPAN 201 is intended for students who have completed SPAN 102 or who test at the 1/1+ level of Spanish. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Spanish-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Spanish (Latin American).

SPAN202 - Intermediate Spanish, Part 2 (4.5)

SPAN 202 is intended for students who have completed Spanish 201 or who test at the 1+/2 level of Spanish. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students' understanding of the culture and study of Spanish- speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to corporate and strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields. This course teaches Spanish (Latin American).

TCT - TERRORISM AND COUNTERTERRORISM

TCT306 - Media and Terrorism (4.5)

This course explores the relationship between terrorism and the media. Since the 1972 hostage incident at the Munich Olympics had much of the world riveted to their television screens, the mass media and terrorists have endured and enjoyed an often-symbiotic relationship. Yet the links between terrorists and the press go back even further to the advent of modern terrorism and "propaganda by the deed." In today's media-saturated global society, it is essential for any student of terrorism to understand how terrorists employ the media as a vehicle to frame their concerns, how governments influence the filtering of terrorist events, and how terrorists and the media use each other to expand their audiences.

TCT310 - Psychology of Violence (4.5)

Certain psychological pathologies have implications for security, and by looking into an opponent's mind we can gain a better understanding of his behavior and how to control or prevent it. This course provides an understanding of different psychological theories of criminality and violence, cognitive and behavioral characteristics of violent individuals, and specific criminal psychopathologies of offenders such as serial killers and stalkers. Students also learn to distinguish those psychological approaches that are best for addressing violence and criminal behavior in a given situation. There is a heavy reliance on case studies, and practical skills taught include how to read and create a psychological profile.

TCT390 - Foundations of Terrorism (4.5)

This course is an introduction to the subject of international and domestic terrorism. It explains and clarifies key definitional and conceptual issues, describes terrorists (including the sociological and psychological characteristics of leaders and members) and identifies their methods, including organizational structures, target selection criteria, operational tradecraft, weaponry, etc. This course surveys a wide range of existing terrorist groups, examines certain high-profile themes (e.g., WMD terrorism, "narco-terrorism"), and assesses the nature of the threat terrorists pose to global security.

TCT395 - Counterterrorism (4.5)

This course begins by examining the historical aspects of terrorism, its roots, causes, motives and aims, as well as, some exemplary cases of terrorism throughout human history. The course further investigates the different types of terrorism, moving from the distinction between state-sponsored and non-state sponsored terrorism, "new" versus "old" terrorism, through the differentiation between

ideological, nationalistic, political, religious and hybrid terrorism, and further distinguishes between insurgency and terrorism. This course then moves into the understanding of counterterrorism, the legal, ethical, tactical and strategic challenges of counterterrorism, its tools, measures and challenges. Here the course takes the student through case studies of terrorist attacks and their respective counterterrorism measures applied and lessons learned – within the US and in other countries. By the successful completion of this course, the students will have an intermediate understanding of both the theoretical and the more pragmatic, practical aspects of terrorism and counterrorism.

TCT396 - Terrorist Techniques (4.5)

This course deals with the strategies, tactics, and methods used by terrorists. Students will learn to recognize and describe the clandestine nature of terrorist operations, recruitment and indoctrination, the securing of financing and weaponry, the criteria used for target selection, the roles played by the group's operational nucleus and its logistical support base, the surveillance of targets, the transfer of weapons to the operational area, the insertion and extraction of the assault team (except in the case of "martyrdom operations"), the role played by the group's active and passive supporters (front groups, etc.), the exploitation of the media and how terrorists react to and prosper from the action's fallout. Case studies of successful and unsuccessful terrorist operations are used to illustrate the types of techniques employed in different phases of terrorist operations.

TCT410 - Lone Wolf Terrorism (4.5)

This course teaches students how to recognize and prevent lone-wolf terrorist attacks. The course includes the following information: defines lone-wolf terrorism, distinguishes a lone-wolf terrorist attack from other terrorist attacks, explains how lone-wolf terrorist attacks have evolved, the ideologies of the lone-wolf, pathways to the radicalization, how lone-wolves plan attacks, targets of a lone-wolf terrorism, and prevention strategies. Through the fusion of the foundational principles and ideologies, students can foster an atmosphere of critical thinking to recognize future attacks.

TCT420 - Psychology of Fear (4.5)

This course will examine the mechanisms that instill fear in both individuals and groups, both socio- political and biological with special emphasis on the behavioral results of extended periods of fear. It will examine classic case studies of fear used by criminals, military organizations, and oppressive governments; how these different groups used fear to achieve their aims, and finally examine the various measures that can be used to dispel fear or at least help societies and individuals cope with fear.

TCT425 - Religious Extremism (4.5)

This course provides a general introduction to the main varieties of religious extremism at the present time, as well as their historical antecedents. It is not focused narrowly on terrorist or violence-prone groups, but rather on the broader milieus from which those violent fringe elements emerge, and it provides an understanding of schisms and the formation of sects. Since almost every religious tradition has extremist elements, the types surveyed include Christian, Muslim, Jewish, and Hindu variants, as well as the most important subcategories that fall within these religious traditions.

TCT430 - Ethno/Nationalist Terrorism (4.5)

This course provides an overview of one of the principal categories of terrorism. Despite the extraordinary amount of attention that governments have paid to ideological left and right-wing terrorists, nationalist and separatist terrorist groups generally carried out the most sustained, most popular, and most costly terrorist campaigns between the 1960s and 1980. Students will learn to explain and recount the history of terrorist groups surveyed, include factions within the PLO, the IRA, the Basque ETA in Spain, the Tamil Tigers in Sri Lanka, the Kurdish PKK in Turkey, Armenian terrorist groups, and separatist groups in Quebec, Corsica, and Chechnya.

TCT435 - Terrorist Support Networks (4.5)

Terrorists and terrorist organizations cannot exist without support. This support may be financial, logistical, operational, and/or psychological. This support may come from nations, religious groups, organized criminal enterprises, or even a network of wealthy individuals. This course explores the various support networks available to terrorists, how they function, and the policy implications they present to counterterrorists.

TCT440 - Islamism and Terrorism (4.5)

This course provides an overview of one type of religious terrorism that currently constitutes one of the principal national security threats to the US and its allies. Students taking this class will be able to explain the doctrinal characteristics of Islamism – a radical anti-Western political ideology – and compare it both to Islam in general and to broader currents of Muslim traditionalism (including pious quietist movements) and fundamentalism (such as the official Saudi Wahhabi doctrine). They will be able to identify the historical factors leading to the development and rise of Islamism and list the ideas advocated by leading Islamist theorists. Students will also be able to describe the structure of Sunni and Shia Islamist groups.

TCT517DC - WMD Terrorism (4.5)

This course reviews key elements of Weapons of Mass Destruction technology and introduces characteristics and motivations of terrorist groups that might acquire and use WMD. It will familiarize the students with critical issues

being debated about the WMD terrorist threat and place that threat into a broader political and strategic context. The course will also discuss various measures for coping with (preventing or responding to) terrorist attacks using WMD. In addition, it will cover how to collect information about this topic, how to analyze it and how to prepare reports about this topic for government decision makers.

TCT595DC - Advanced Counterterrorism Operations (4.5)

This course provides an overview of the prevalent types of terrorism, their impact throughout the world, and its relative significance to the United States. The course will also look at the genesis of terrorist organizations and the moral, financial and logistical support they receive. By the end of this course, students will understand the strategies and tactics terrorist groups employ to achieve their aims as well as the role of the international community in defining terrorism, controlling the supply of money and weapons, and developing and implementing an active international counterterrorism policy.

TCT596DC - Origins, Evolutions, and Trends in Terrorism (4.5)

This course provides an accelerated introduction to terrorism by exploring the circumstances that promote terrorism and terrorist activity. Special emphasis is given to social extremists, including efforts to manipulate such marginalized groups by sponsors of terrorism, and their rationalizations for terrorist behaviors. Case studies from throughout history are used to give students an exposure to the diversity of identities and motivations that give rise to terrorism. This course is designed for upper level students who need an expository class on terrorism and not those who have studied it at the undergraduate level.

TCT600DC - Advanced Counterterrorism (4.5)

This course will focus on U.S. Domestic based terrorist organizations including those subscribed to by convicted Oklahoma City Bomber, Timothy McVeigh. The course will identify known organizations, their perceived structure, goals and degree of operational capacity. Further, this course will present historical perspectives on international terrorism, which through legal and illegal immigration and infiltration can now be considered “domestic” in nature.

Prerequisite: INT525DC or INT584DC.

TM - TOURISM AND HOSPITALITY MANAGEMENT

TM3000 - Introduction to Tourism and Hospitality Management (4.5)

This course provides learners with a basic knowledge of all the activities associated with the tourism and hospitality industry. Students explore lodging, food service, events, conventions, concerts, gaming, resorts, parks, and attractions. The students learn what products, services, and experiences these facilities provide. Students also learn how the industry is divided into segments of professionals, including facility operators, conveyance operators, activity managers, and sales and promotion personnel. Students learn what types of customers are served by the industry.

Prerequisite: MT2050.

TM3100 - Event and Convention Management (4.5)

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, TM3000.

TM3300 - Destination Tourism (4.5)

This course is designed to provide information on the major tourist destinations found in countries around the world. Students will learn relevant facts about the world's regions, including the geography, climate, weather patterns, culture, lodging and transportation options, and attractions, and will decide how to best match a traveler's needs and interests to specific destinations.

Prerequisite: TM3000.

TM3400 - Food Service and Lodging Management (4.5)

This course provides information on techniques involved in managing the full range of lodging and food services facilities. The course addresses the full range of lodging facilities and food service facilities. Students learn the various tasks employees and management personnel perform to deliver products and services experiences to customers. There is a discussion of the elements that build quality and success into these types of businesses.

Prerequisite: MT2050, TM3000.

TM4300 - Tourism and Hospitality Marketing (4.5)

The goal of this course is to provide students with tools to participate in the marketing and sales aspects of the tourism and hospitality industry. The course covers the wide variety of marketing and sales tools that are used by business and government to promote the travel and hospitality industry. Marketing strategy and philosophy are discussed as they apply to the tourism and hospitality industry.

Prerequisite: MG3000, TM3000.

TM4500 - Internship (4.5)

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). The student earns either a "Satisfactory" or "Unsatisfactory" grade.

Prerequisite: Completion of all other Emphasis Core courses and Senior status.

URDU - URDU

URDU101 - Beginning Urdu, Part 1 (4.5)

UDRU 101 is intended for students with no previous language study or students with previous study who choose to start at the beginning. Students learn the alphabet, vocabulary, and grammar. This course aims to build foundational speaking, listening, reading, and writing abilities, as well as knowledge of culture of the region. Students will have access to cutting-edge language resources (including vocabulary and scenarios) relevant to strategic security professions, providing students with added vocabulary and practice in using the language in current or future career fields.

URDU102 - Beginning Urdu, Part 2 (4.5)

URDU 102 is intended for students who have completed URDU 101 or who test at the 0+/1 level of Urdu. This course aims to enhance speaking, listening, reading, and writing abilities, as well as knowledge of region’s culture, learned in URDU 101. Students will have access to cutting-edge language resources (including vocabulary and scenarios) relevant to strategic security professions, providing them with added vocabulary and practice in using the language in current or future career fields. This course teaches Urdu.

URDU201 - Intermediate Urdu, Part 1 (4.5)

URDU 201 is intended for students who have completed URDU 102 or who test at the 1/1+ level of Urdu. This course aims to expand the oral and written communication skills acquired in earlier classes and to broaden students’ understanding of the culture and study of Urdu-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields.

URDU202 - Intermediate Urdu, Part 2 (4.5)

URDU 202 is intended for students who have completed Urdu 201 or who test at the 1+/2 level of Urdu. This course aims to further develop the oral and written communication skills acquired in earlier classes and to broaden students’ understanding of the culture and study of Urdu-speaking regions. Students will have access to language resources (including vocabulary and scenarios) relevant to strategic security professions, providing them with extra vocabulary and practice in using the language in current or future career fields.

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Burneta Burley, MSN, RN, Director of Clinical Operations, Gentiva Health Services, Mount Holly, NC.

Carrie Churchill, BSN, RN, Bright Start Home Visitation Program Manager, SD DOH, Rapid City, SD.

Stacey Forte', MSN, RN, National American University, Online MSN Program Alumni, Registered Nurse, Corixon Health Services, Lansing, KS.

Kimberly Hammonds, MSN, RN, National American University, Online MSN Program Alumni, Charge Nurse, Mercy Hospital, Neosho, MO.

Lisa Hawthorne, PhD, MSN, RN, PHN, CNE, National American University, Dean of School of Nursing & Graduate Nursing Studies, North Richland Hills, TX.

Kimberly McKinley, MSN, RN, JD, National American University Online MSN Program Adjunct Faculty, Toledo, OH.

Haley Olerich, MSN, RN, National American University, Online MSN Program Alumni, Registered Nurse, Mayo Clinic, Stewartville, MN.

Anita Perkins, MSN, RN, National American University, Online MSN Program Alumni, Lakewood Truman Medical Centers, Kansas City, MO.

Heather Roberts, MSN, RN, National American University Online RN to BSN Program Adjunct Faculty, Kansas City, MO.

Faye Silverman, MSN, RN, PHN, WOCN, National American University Online RN to BSN Program Adjunct Faculty, Lancaster, CA.

Doris Williams, MSN, RN-BC, RAC-CT, National American University Online RN to BSN Program Adjunct Faculty, West Hartford, CT

Chad Zandi, MSN, RN, CRRN, Quality Risk Coordinator, Health South, Duncanville, TX.

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.

Abhayaratne, Praveen, MA, Monterey Institute of International Studies, International Policy Studies (2003)

Acharya, Tulasi, MA, MAPW - Professional Writing, Kennesaw State University (2010); MA, Women's Studies, Florida Atlantic University, (2012); PhD, Public Administration, Florida Atlantic University, (2019)

Ackerman, George, BA, Criminal Justice, Florida Atlantic (1999); MS, Criminal Justice, Nova Southeastern University (2006); PhD, Public Safety, Capella University (2012)

Ahluwalia, Priya, MA San Francisco State University, Chinese (2016)

Akers, Barbara, BS, Biology and Chemistry, St. Mary's College (1982)

Al-Asfour, Ahmed, BS, Business Administration, New York Institute of Technology (2004); MS, Administrative Studies, University of South Dakota (2006)

Anderson, Mark, AS, Construction Technologies, Community College of the Air Force (1993); MS, Organizational Management, University of LaVerne (1996); EdD, Nova Southeastern University (2008)

Andrews, Barbara, BA, Business Admin-Accounting, Vanguard University (1989); MBA, Information Technology/International Business, University of La Verne (2001)

Ashraf, Shazia, BS, Business Administration Walden University (2006); Certificate, Project Management (PM) California State University, Bakersfield, (2007); MS, Administration, California State University (2008); AA, Health Information Technology, Santa Barbara City College (2009); Certificate, Medical Reimbursement Specialist, Santa Barbara City College, (2009)

Auchter, David, BA, English, Denison University (1980); MA, Linguistics, University of Houston (1987); PhD, English, University of Houston (2000)

Bachelder, Francoise, PhD, Purdue University, Curriculum of Instruction (1997); MA, San Diego State, French

Baines, Constance, BS, Bachelor of Science Indiana Wesleyan University (2009); MSM, Master of Science & Health Care Management Indiana Wesleyan University (2011)

Baines, Phillip, BA, Business Marketing, Wright State University (2007); MBA, Indiana Wesleyan University (2011)

Balke, Steven, BBA, Business Computer Systems, Eastern Michigan University (1983); MBA, E-Business, University of Phoenix (2002)

Billingsley, Justin, BA English, Black Hills State University (2011); MM, National American University (2016)

Bissoondial, Radica, BS, Applied Chemistry and Biology, Ryerson University, (1997); DHA, Health Administration, University of Phoenix, (2014); MHA, Health Administration, University of Phoenix, (2007)

Blackwill, Michele, MA, Framingham State University, Public Administration (1998)

Bolton, Robin, AS, Business, Indiana Wesleyan University (2001); BS, Management, Indiana Wesleyan University (2007); MBA, Healthcare Management, American Intercontinental University (2008)

Bora, Bipin, BT, Mechanical Engineering, Indiana Institute of Technology (1983); MS, Mechanical Engineering, Case Western Reserve University (1985)

Bowman, Amie, BA, Contemporary European Studies, Univeristy of South Carolina (1998); MS, Information Systems, Johns Hopkins University (2002)

Bowser, Gary, MS Aeronautic and Astronautics, Massachusetts Institute of Technology (1964); MPS, Auburn University Montgomery (1972)

Boysen, Alfred, BA, English, Augustana College (1967); MA, English, University of South Dakota (1968); EdD, Adult Education, University of South Dakota (1979)

Braun, Nathan, BBA, Applied Computer Science, Northcentral University (2009); MBA, Computer and Information Security, Northcentral University (2010)

Brinson, Jim, BA, Science Education, Indiana State University (2001); MS, Science Education, Indiana State University (2002)

Brinson, Kasie, BA, Science Education, Indiana State University (2000); MS, Science Education, Indiana State University (2007)

Brooks, Jennifer, AA, Education, Miami Dade Community College (2002); BS, Education, Barry University (2004); MA, Teaching and Learning, Nova SE University (2006)

Burke, Rebecca, BS, Management/Human Resources, Park University (2009); MBA, Park University (2011)

Bushman, Chad, BS, Behavioral Sciences, United States Air Force Academy (1995); MS, Aeronautical Science. Embry-Riddle (1999); MA, Naval Postgraduate School, Security Studies (2009); MSc, Special Education Advanced Studies, Montana State University (2015)

Butcher, Jane, BS, Mathematics, The University of Utah (1981); MS, Mathematics, Colorado State University (1983)

Butler, Rufina, AAS, Business, Denver Technical College, (1989); BA, Management, University of Phoenix, (1992); MA, Liberal Studies/Lang & Comm, Regis University, (1998); PhD, Higher Education Leadership, Northcentral University, (2013)

Celestin, Natasha, BS, Mathematics, Spelman College (2000); BS, Industrial and Systems Engineering, Georgia Institute of Technology (2000); MS, Health Systems, Georgia Institute of Technology (2001)

Chance, Cheryl, AS, Liberal Arts, Tompkins Cortland Community College (1998); BS, Psychology, SUNY Empire State (1999); MS, Health Care Management, New School University (2001); PhD, Global Leadership, Lynn University (2009)

Chavez, Suzanne, AAS, Medical Assisting, Remington College (2005); BS, Healthcare Management, National American University (2010); MM, Human Resource Management, National American University (2012)

Christopher, Diana, BS, Bulgarian Languages Literature, Sofia University (1979); MM, Environmental Management, University of Free State (2000); PhD, Dialectology, Bulgarian Academy (1987)

Collins, SheKendra, BA, Mathematics, Tuskegee University (2002); MAM, Applied Mathematics, Auburn University (2005)

Corbin, Alexander, BA, Mid East Studies – Arabic, University of Utah (1997); BA Political Science, University of Utah (1997); MA, Military Studies, American Military University (2001); MS, Strategic Intelligence, National Intelligence University (2008)

Covington, Sarah, MBA, Healthcare Administration, Harding University, (2008)

Cummings, Donald, BA, History, The Virginia Military Institute (1965); MA, Political Science, University of California (1974); PhD, Political Science, University of California (1982)

Cunningham, Jennifer, BS, Business Administration, Colorado State (2006); JD, Washburn University School of Law (2010)

Curts, Raymond, BS, Aeronautical and Astronautical Engineering, University of Illinois (1970); MA, Business Administration and Management, Webster College (1977); PhD, George Mason University, Information Technology (1994)

Dantzler-Harris, Carol, BS, Medical Records Administration, University of Central Florida (1985); MS, Education, Capella University (2007)

Davis, Michelle, BS, Physician Assistant Studies, University of Nebraska (1998); MPAS, University of Nebraska (2000)

DeHart, Brandi, RMA(AMT), BS, Health Services Management, DrVry University (2015); Diploma, Medical Assistant, Brightwood College (2001)

Derby, Vivian, Diploma, Nursing, St. John's School of Nursing (1973); BA, Management of Health Services, Ottawa University (1997); MA, Human Resources, Ottawa University (2001)

DeSantis, Lesley, AB, Business, St. Clair Community College (2000); BBA, Marketing, University of Michigan (2002)

Devine, Linda, BA, Individualized Studies, Keene State College (1989); MA, Humanities, California State University (1994)

diBona, Justin, BS, Finance, Northern State University (2012); JD, Creighton University Law School (2015)

Dick, Michael, BS, Management Information Systems, Park University (1991); MBA, University of Central Missouri (1994)

Diefenbach, Tracy, BA, Criminal Justice, Mountain State University (2006); MCJA, Criminal Justice, Mountain State University (2008); PhD ABD, Education, Curriculum Development, Northcentral University (2016)

Diesch Kurt, BS, Industrial Engineering, Iowa State University (1980); MS, Industrial Engineering, Iowa State University (1982); PhD, Industrial Engineering, Iowa State University (1989)

Dietrich, Elise, BA, Studio Art, Bard College (2001); MA, Latin American Studies, Tulane University, (2009); PhD, Latin American Studies, Tulane University, (2014)

Dodge, Sally Ann, BS, Mathematics, State University of New York (1972); MAT, Mathematics, Webster University (2005)

Dollison-Decker, Tracey, BS, Social Science, University of Wyoming (1995); JD, University of South Dakota, School of Law (1999)

Domalewski, Judy, BS, Business Administration, University of South Dakota (1986); MS, Organizational Management, University of Phoenix (2000)

Dunlap, Susan, BA, Individualized, Metropolitan State University (1987); MMA, Management and Administration, Metropolitan State University (1995); DBA, Business Administration, Argosy University (2012)

Eaton, Amanda, BS, Psychology/Sociology, University of Illinois (2007); MA, Sociology, New Mexico State University (2010)

Eisenfeld, Beth, BLA, Landscape Architecture, Michigan State University (1980); MUP, Urban, Technological & Environmental Planning, University of Michigan (1981); Certificate, Computer Career Program, DePaul University (1986); Graduate Certificate in Intelligence Analysis, American Military University (2013); DSS, Henley-Putnam University, Strategic Studies (2016)

Fandey, Layla, BA, Foregin Language Education, University of Maryland (1993); MEd, Curriculum and Instruction, University of Maryland (1995); MLS, Library and Information Services, University of Maryland (2007)

Fiorello, Jean, MM, Higher Education, National American University (2019); BS, Medical Technology, Missouri Western State College/Baptist Medical Center School of Medical Technology (1985)

Fields, Charlene, AA, Instructor Technology, Community College of the Air Force (1994); AA, Communications Intelligence, Community College of the Air Force (1994); BS, Management, University of Phoenix (1997); MA, Organizational Management, University of Phoenix (1999); MA, Human Resources Development, Webster University (2002)

Fischer, Curtis, AS, Accounting, Tulsa Community College (1993); BBA, Accounting, Langston University (1998); MBA, University of Phoenix (2011)

Fleming, Margaret, BA English, University of Northern Colorado (2008); MAT, English Education, University of Northern Colorado (2013)

Francis, Yelena, BA, Russian Language and Literature, Leningrad State University (1987); MA, Russian Language and Literature, Leningrad State University; PhD, Russian Literature, Higher Attestation Commission (2000)

Fraser, Kathy, BS, Management Information System, National American University (2002); MS, Management of Technology, University of Minnesota (2006)

Freidel, Olivia, BS, Psychology, University of South Dakota (1997); MM, Management, National American University (2017)

Frogge, Steven, BS, English, University of Central Missouri (1982); MA, English, Northwest Missouri State University (2002)

Garling, Natalie, BA, English, Eastern Illinois University (2005); MS, Technology, Eastern Illinois University (2007)

Gielstra, Dianna, BS, Biology, Coastal Carolina University (1995); MS, Environmental Studies, Medical University of South Carolina (1999); PhD, Geography, Texas A & M University, (2009)

Goldberg, Susan, BA, English and Creative Writing, Brooklyn College of the City of New York (1968); MA, Asian Studies, Seton Hall University (1972)

Graham, Amanda, BS, Business Administration/Health, Adams State College (2011); MBA, Leadership, Adams State College (2013)

Graham, Keith, BA, Economics/Business, Emory and Henry College (1985); MBA, Liberty University (1992)

Granato, Andrew, BS, Management, Wright State University, (2015); MBA, Business Administration, Park University, (2017)

Granato, Nicola, AS, Applied Sciences, Community College of the Air Force (2007); BS, Organizational Leadership, Wright State University (2008); MBA, Park University (2010)

Greaves, Denise, BA, Music, Brigham Young University, (1979); MA, Classics, Brigham Young University, (1985); PhD, Classics, Stanford University, (1994);

Grier, Sean, BS, Religion, Liberty University (2007); MA, Theological Studies, Liberty University (2009); MDiv, Church Ministries, Liberty University (2010); MRE, Religious Education, Liberty University (2010); MS, Criminal Justice, University of Cincinnati (2012); PhD, Criminal Justice, Nova Southeastern University, (2018)

Griffith, Lora, BA, Political Science, University of Washington (1981); MA, International Affairs, The Catholic University of America (1987)

Grime, Emily, BS, Business, The Pennsylvania State University (2005); MS, Leadership and Business Ethics, Dusquesne University (2008)

Grunenwald, Matthew, BS, Management, Texas A&M University (1997); MS, Business Administration, University of Phoenix (2000)

Guggenberger, Bruce, BS, Management, St. Cloud State University (1987); MMAS, General Studies, US Army Command and General Staff College (2000); PhD, Curriculum and Instruction, Indiana State University (2008)

Haag, David, BA, History, Dickinson College (1973); MSS, Strategic Studies, US Army War College, (2003)

Halupa, Colleen, AAS, Medical Laboratory Technology, Community College of the Air Force (1987); BS, Health Care Management, Southern Illinois University (1989); MS, Administration/Health Administration, Central Michigan University (1994); EdD, Curriculum and Instruction/Leadership, The University of West Florida (2003)

Hamby, Bruce, BS, Business Administration emphasis Marketing, National American University (2000); MBA, National American University (2002)

Haney, Contessia, BS Healthcare Management, Walden University (2017), Diploma of Medical Assisting, Everest College (2007), AAS Office Administration Medical Specialty, IvyTech Community College (2004)

Harris, Kenneth, AAS, Liberal Arts, City Colleges of Chicago (1985); AAS, Avionics Systems Technology, Community College of the Air Force (1986); BS,

Electronics Engineering Technology, South Dakota State University (1991); MBA, University of South Dakota (2000)

Harris, Stella, MBA, Health Care Management, South University Online (2010); BS, Healthcare Administrations, University of Phoenix (2007)

Hayes, Richard, AAS, Medical Staff Services Management, National American University (2011); BSPA, Policy and Administration, Indiana University (1981); MPA, Public Management, Indiana University (1997)

Hedrick, Don, BA, Criminal Justice, Dakota Wesleyan University (2002); MS, Administrative Studies-Criminal Justice, University of South Dakota (2007)

Henke, Jenifer, BBA, Management Information Systems, University of Wisconsin-Milwaukee (2001); BS, Nursing, Milwaukee School of Engineering (2007); MS, Nursing, University of Phoenix (2013); DNP, Nursing Practice, Grand Canyon University (2017)

Henry, Charlene, BA, Political Science, East Tennessee State University, (1990); JD, Law, The University of South Dakota, (1998); MA, International Studies, Old Dominion University, (1994)

Hickman, Janice, BSE, Social Sciences, Henderson State University (1972); MA, Education/Curriculum & Instruction, University of Phoenix (2007); MA, Psychology, Regis University (2013)

Hill, Jeff, BS, Microbiology, Texas A&M (1993); PhD, Human Biological Chemistry and Genetics, University of Texas (2001)

Hoff, Janet, BS, Mathematics, University of Evansville (1991); MS, Secondary Education, University of Southern Indiana (2002)

Hoffman, Catherine, BSED, Biology, University of Missouri-Columbia (1984); Certificate, Teaching, University of Missouri-Columbia (1984); MBS, Biological Sciences, University of Minnesota (2013)

Holmgren, Marilyn, BA, College of St. Scholastica (1976); MS, The Tri-College University (1990); PhD, University of Nebraska (2008)

Huether, Sasha, BS, English, University of South Dakota (1997); MA, English, University of South Dakota (2001)

Hughes, William Michael, BS, Medical Technology, University of Kansas, (1999): MS, Healthcare Administration (2014)

Hungria, Carol, AA, Butler Community College (1995); BS, Business and Management, University of Maryland University College (1999); MS, Behavioral Sciences, Cameron University (2001); MS, Post-secondary and Adult Education, Capella University (2009)

Hunter, Marcia, BS, Organizational Management and Leadership, Friends University, (2001); MA, Psychology, University of the Rockies, (2011)

Ibarra, Marlene, BS, Social Work, Kansas State University (2008); MS, Social Work, Wichita State University (2010)

Ickler, Lindsay, AAS, Business Software Support, Mitchell Technical Institute, (2002); BS, Applied Information Technology, National American University, (2014); MA, Psychology, Ashford University, (2018)

Jabra, Khader, BS, Business Administration, Winthrop University, (1990); MBA, Business Administration, Keller Graduate School of Management, (2006); MS, Network Security, Capitol College, (2003)

Jahn, Warren, BS, Hotel, Restaurant and Tourism Management, University of South Carolina (2003); MHRTM, Hotel, Restaurant and Tourism Management (2004); PhD, Human Ecology, University of Tennessee (2008)

Jirkovsky, Dennis, BA, Accounting, Missouri University (1976); AA, Data Processing, Maple Woods Community College (1994); MBA, Accounting, Rockhurst University (1995)

Johnson, Allison, BA, Communications, University of North Florida (1989); MS, Technical Communication, Mercer University (1998)

Johnson, Robert BA, Criminal Justice, Saint Leo University (2005); MS, Criminal Justice, Kaplan/Purdue University (2010)

Juwah, Bridget, BA, English Studies, Obafemi Awolowo University, (1979); MS, Political Science, University of Lagos, (1996); MS, Sociology, University of Lagos, (1999)

Kadlubowski, Mary, BPS, Architecture, SUNY at Buffalo (1984); MArch, Architecture, SUNY at Buffalo (1987)

Kane Robert "Todd", BBA, Management, Northcentral University (2008); MBA, Healthcare Administration, Northcentral University (2009)

Kerley, Michael, AAS - Agricultural Business, Garden City Community College (2014); BS Criminal Justice, Central Christian University (2014); MBA, National American University (2016); MM, Criminal Justice, National American University (2016)

Keys, Kevin, BS, Business/Management, University of Phoenix (2010); MPA, Homeland Security, Wayland Baptist University (2011)

King, Corey, BS, English, Secondary Education, North Carolina A & T State University (1998); MA English and African American, North Carolina A & T State University (2001)

King, Leslie, AS, Medical Laboratory Technology, Columbus State Community College (1989); BS, Medical Technology, University of Texas (1992); MS, Healthcare Administration, Capella University (2001); PhD, Healthcare Administration, Capella University (2004)

Koenig, Craig, BS, Finance, Winona State University (1998); MBA, Business Administration, University of Minnesota - Duluth (2005)

Kruse Thornton, Renae, BS, Mathematics and Political Science, South Dakota State University (1994), JD, Law, The University of South Dakota (1997)

Lalama, Daniela, AA, Lib Arts & Sci:Hum & Soc Sci (SL), North Country Community College, (2009); BS, Innovation and Entrepreneurship, Clarkson University, (2012); MBA, Business Administration, National American University, (2017)

Lay, Peggy, BA, Political Science, St. Ambrose University (1985); JD, Law, University of Iowa (1990)

Lenz, Jane, BA, Economics and Business, Drake University (1979); MA, Management, College of Saint Scholastica (2002)

Lettau, Lawrence, BS, Composite Accounting and Composite Business Administration, Black Hills State University (1998); MBA, Regis University (2000)

Liechty, Sarah, BS, Science Education, Indiana State University (1984); MS, Science Education Teaching, Indiana State University (1990)

Logman, Heidi, BS, Accounting, College of St. Catherine (2005); MA, Organizational Leadership, College of St. Catherine (2008)

Louden, Victoria, BS, Communications, Arkansas State University (1991); MA, Marketing, Webster University (1996)

Loving, Elizabeth, BS, Textile and Apparel Management, University of Missouri - Columbia, (2002); MBA, Business Administration, Park University, (2012)

Lund, Eric, BA, Biology, University of Minnesota (2002); DC, Northwestern Health Science University (2005); MS Human Nutrition & Functional Medicine, University of Western States (2016)

Lutz, Andrew, BS, Biology, Cleveland Chiropractic College (2006); DC, Chiropractic, Cleveland Chiropractic College (2007)

Lutz, Danielle, AAS, Nursing, Butler Community College (2009); BA, Biological Sciences, Wichita State University (2005)

Macon, Don, BA, English, Sul Ross State University (1984); BA General Studies, Charter Oak State College (2008); MA, History, American Public University (2010); MA Humanities, California State University (2004); MS Health and Physical Education, Universidad Azteca (2014); MS, Library and Information Science, Universidad Azteca (2015); EdD, Educational Technology, Northcentral University (2011); PhD, Humanities, Universidad Azteca (2014)

Majid, Nail, BA, Criminal Justice, University of Illinois (1995); MBA, St. Xavier's University, Training and Performance Management (2003); DSS (ABD) Henley-Putnam University, Strategic Studies

Marthaler, Arlene, AAS, Accountant, Minnesota West Community and Technical College (1991); BAS, Applied Business, University of Minnesota (2006); MBA, Strategic Leadership, Amberton University (2009)

Martinez, Eduardo, BA, International Studies, University of Texas, (1978); JD, Law, Mississippi College, (1990); MA, Legal Studies, Antioch University, (1983); MSS, Strategic Studies, United States Army War College, (2003)

McBride, Brian, BA, Political Science, Wright State University (2007); MBA, Wright State University (2010)

McClanahan, Dawn, BA, Individualized Program, The University of Toledo (1991); JD, Law, The University of Toledo (1994); MA, Sociology, The University of Toledo (1999)

McGinnis Jacob, AA, Liberal Arts, Allan Hancock College (1971); AAS, Electronic Engr Technology, Gaston College (1968); BS, Electronics Technology, Central Missouri State University (1975); MS, Industrial Management, Central Missouri State University (1978)

McKinney, Raymond, BSBM, Management, University of Phoenix (2000); MAOM, Organizational Management, University of Phoenix (2002)

McKnight, Jodi, BA, Psychology, Lindenwood University (1995); MEd, Counseling, University of Missouri-St. Louis (1999)

McKnight, Mark, BA, English, Virginia Tech (1997); MS, Corporate & Professional Communication, Radford University (2001); PhD, Workforce Education, Southern Illinois University (2005)

McManus, Patrick, BS, Engineering Technology, New Mexico State University (2003); MBA, Business Administration, New Mexico State University (2005); MS, Industrial Engineering, New Mexico State University (2006)

Michalski, Daniel, BSW, Social Work, University of Toledo (2005); MA, English, National University (2010)

Miller, Lara, BME, Mechanical Engineering, The Catholic University of America (2004); MS, Systems Engineering, The George Washington University (2006)

Mishler, Shelye, AAS, Health Information Management, Stark State College (1982); BSAHP, Medical Record Administration, The Ohio State University (1990); MBA, Executive Management, Ashland University (2000)

Mitchell, Rani, AA, Sociology, Western Nebraska Community College (1997); BA, Social Work, Chadron State College (1999); MS, Counseling and Human Resource Development, South Dakota State University (2006)

Montano, Alex, BA, Business, University of New Mexico (1982); MA, Organization Management, University of Phoenix (1996)

Moran, Jacey, BA, English Literature, Minnesota State University - Mankato (2005); MA, English Literature, Minnesota State University - Mankato (2007)

Morgan, Linda AA, Law Enforcement Emphasis, Garden City Community College (1975); BS, Criminal Justice Administration, Central Missouri State University (1977); MS, Public Services-Juvenile Justice, Central Missouri State University (1978)

Morrissette, Scott, BS, Finance and Banking, Palm Beach Atlantic University (1998); MBA, Nova Southeastern University (2003)

Mudlin, Holly, BS, Business Administration with an emphasis in Marketing, National American University (2004); MM, National American University (2011)

Mullins, Sandra, BA, History, Western Kentucky University (1977); MA, Human Resource Development/Management, Webster University (2000); MA, History, University of Central Missouri (2015)

Musick, Heather, AAS, Business Management, Metropolitan Community College, (2010); BS, Business Administration, National American University, (2014); MBA, Business Administration, National American University, (2017)

Mwangi, George, MBA, Business Administration, Seton Hill University, (2006); DBA, Business Administration, Walden University, (2016)

Nelsen, Dennis, BA, Criminal Justice/Political Science, University of South Dakota (1977); MPA, Public Administration, The University of South Dakota (1985)

Neron, Darrell, BA, Marketing, Rowan University (1990); MBA, Marketing/International Business, Drexel University (1993); DBA, Argosy University (2010)

Nielsen, Megan, BS, Sociology, Wayne State University (2003); MS, Sociology, Iowa State University (2005); PhD, Sociology, Iowa State University (2008)

Noss, Susan, BS, Psychology, Ramapo College of New Jersey (1982); MS, Applied Physiology and Nutrition, Teachers College, Columbia University (1988)

Olivera, Daisy, BBA, Management, Texas Tech University, (1995); MBA, Business Administration, Texas State University, (1999)

Orlando, Anthony, AA, Liberal Arts, Johnson County Community College (1988); BS, Technical Management, DeVry University (2007); MBA, Management Information Systems, Park University (2012)

Orr, Patricia, AS, Medical Billing & Coding, Anthem College (2005); BS, Healthcare Management, Anthem College (2012)

Passananti, Catherine, BS, Psychology, Western Illinois University, (2005); MA, Addiction Studies, Hazelden Betty Ford Graduate School Addiction Stud, (2018); MS, College Student Affairs, Eastern Illinois University, (2007)

Pavel, Catalin, BS, Applied Psychology, Regis University (2006); MS, Organizational Leadership, Colorado State University (2011); DBA, Business Administration, University of Dallas (2019)

Perkins-Hicks, Debra, BS, Biology, University of Dubuque (1980); Diploma, Respiratory Technician, Northeast Iowa Technical Institute (1982); JD, The John Marshall Law School (1992)

Perttu, Veronica, BBA, Accounting, University of North Dakota, Grand Forks (1985); MBA, Accountancy, University of Mary (2012)

Pickard, Stanley, BS, Agriculture, South Dakota State University (1959); MCS, Physics and Chemistry, University of Mississippi (1967); PhD, College Teaching, University of North Texas (1994)

Powers, Charles, AA, General Studies, Florida Community College (1986); BA, Sociology/Music, University of North Florida (1998); MBA, General Business, University of North Florida (2000)

Pritchett, Shavon, BS, Organizational Leadership and Supervision, Purdue University (2000); MA, Management, Indiana Institute of Technology, (2004); AAS, Health Information Management, Vincennes University, (2009)

Proehl, Carl, BA, History, Florida State University (1969); MPA, Public Administration, The University of West Florida (1975); PhD, Political Science, The University of Georgia (1980)

Rairdon, James BA, International Studies, The Ohio State University (1976); MA, Management, Webster University (1993); DM, Management, Colorado Technical University (2007)

Raml, Kelsey, BS, Nutrition and Food Science, South Dakota State University (2007); MS, Family and Consumer Science, South Dakota State University (2009)

Ramsey, Goldie MS, Admin of Justice and Security, University of Phoenix (2009)

Randall-Clausen, Anthony BS, Liberal Arts, Excelsior College (2000); MS, Strategic Intelligence American Military University (2010)

Rankin, Sherri BS, Mathematics, Kansas State University (1978); MS, Secondary Education, Kansas State University (1981)

Richardson, Janet, BA, Art, University of Missouri, (1968); Certificate, Art Education, Avila University, (1994); MA, Liberal Arts, Baker University, (1998)

Richey-Lopez, Amber, BA, Journalism, University of Montana (1993); JD, University of Montana (1997)

Roberts, Kenny, BA, Pre-Law Studies, National University, (2011); MBA, Business Administration,

National University, (2012); PhD, Management, Walden University, (2016)

Roeder, Travis, BS, Psychology, University of Nebraska – Omaha (2007); MBA, Strategic Leadership, Trident University International (2014)

Rosen, Charlotte, BA, Elementary Education, Avila College (1971); MS, Psychology, Avial College (1987)

Saeger, Amanda, AAS Medical Assisting NAU (2004), BS Business Management CTU (2007), MBA, Human Resource Management, CTU (2008), MBA Health Care Administration, CTU (2009)

Sanchez, Michele, BA, German, San Francisco State University (1982); MA, English (English as a Foreign/Second Language), San Francisco State University (1984)

Savasta, Michael, BS, Criminal Justice Administration, Columbia Southern University, (2006); MS, Criminal Justice Administration, Columbia Southern University, (2007)

Sayler, Crystal, BS, Computer Networking, Strayer University (2001); MEd, Education, Valley City State University (2010)

Schillinger, Thomas, BS, Interdisciplinary Studies, SUNY Empire State College (2007); MJA, Justice Administration, Norwich University (2008); PhD, Walden University, Public Policy and Administration (2014)

Schmidt, Ethan, BSA, Finance, University of Nebraska (1987); JD, University of North Dakota (1990)

Schroeder, Kathrine, BS, Management and Ethics, Crown College (1998); MS, Computer Information Systems, College of St. Scholastica (2008)

Schwartz, Evan, BSEd, Elementary Education, Ohio State University, (1996); EdS, Middle Grades Education, University of West Georgia, (2003); MBA, Business Administration, Strayer University, (20(19); MEd, Educational Theory and Practice, Ohio State University, (1997); PhD, International Psychology, The Chicago School of Professional Psychology, (2019)

Shah, Pranav, BS, Information Systems, Pace University (2004); MS, Information Systems, Pace University (2007)

Shillander, Jan, BS, Physics, South Dakota School of Mines and Technology (2006); MS, Physics, South Dakota School of Mines and Technology (2013)

Shortridge, Moema, BArch, Architecture, Universidade Gama Filho Rio deJaneiro (1981); MArch, Architecture, University of Colorado (1986); MBA, Business Administration, Westwood College (2012)

Smith, LaShunda, PhD, Postsecondary and Adult Education, Capella University, 2014; BS, Health Information Management, Alabama State University (2003); MSM, Management, Troy University (2004)

Smith, Lisa, BA, Communication, The University of Michigan - Flint (1989); MA, Communication, Western Michigan University (1990)

Smith-Leavell, Fonzette, BA, Management and Human Relations, Trevecca Nazarene University (2003); MAEd, Adult Education and Distance Learning, University of Phoenix (2005); MBA, Business Administration, Kaplan University (2012),

Sokol, Kyle, BA, Criminal Justice , St. Martin's University (2000); MS, Public Safety, Capella University (2015); PhD (ABD), Capella University,

Stern, Jess, BS, Accounting, Brooklyn College (1981); MBA, South University (2008)

Stiers, Julie, BS, Medical Record Administration, Indiana University (1988); MBA, Indiana Wesleyan University (2003)

Story, Rolland, AAS, Business Administration, National American University (1989); BS, Business Administration, National American University (1990); MBA, Colorado Technical University (2001)

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