Quality higher education in a caring and supportive learning environment
# National American University Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
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<tr>
<td><strong>Central Administration</strong></td>
<td>Central Administration&lt;br&gt;Central, SD 57701&lt;br&gt;(605) 721-5200&lt;br&gt;(605) 721-5241 (FAX)</td>
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<tr>
<td><strong>Albuquerque</strong></td>
<td>4775 Indian School Road NE, Suite 200&lt;br&gt;Albuquerque, NM 87110-3976&lt;br&gt;(505) 348-3700&lt;br&gt;(505) 348-3705 (FAX)</td>
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<tr>
<td><strong>Albuquerque West</strong></td>
<td>10131 Coors Blvd, Suite I-01&lt;br&gt;Albuquerque, NM 87114&lt;br&gt;(505) 348-3750&lt;br&gt;(505) 348-3755 (FAX)</td>
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<tr>
<td><strong>Austin</strong></td>
<td>13801 Burnet Road, Suite 300&lt;br&gt;Austin, TX 78727&lt;br&gt;(512) 651-4700&lt;br&gt;(512) 651-4705 (FAX)</td>
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<tr>
<td><strong>Austin South</strong></td>
<td>6800 Westgate Boulevard, Suite 102&lt;br&gt;Austin, TX 78745-4868&lt;br&gt;(512) 651-4750&lt;br&gt;(512) 651-4755 (FAX)</td>
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<td><strong>Bellevue</strong></td>
<td>3604 Summit Plaza Drive&lt;br&gt;Bellevue, NE 68123-1065&lt;br&gt;(409) 972-4250&lt;br&gt;(409) 972-4255 (FAX)</td>
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<tr>
<td><strong>Bloomington</strong></td>
<td>7801 Metro Parkway, Suite 200&lt;br&gt;Bloomington, MN 55425&lt;br&gt;(952) 356-3600&lt;br&gt;(952) 356-3605 (FAX)</td>
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<tr>
<td><strong>Brooklyn Center</strong></td>
<td>6200 Shingle Creek Pkwy, Suite 130&lt;br&gt;Brooklyn Center, MN 55430&lt;br&gt;(763) 852-7500&lt;br&gt;(763) 852-7505 (FAX)</td>
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<tr>
<td><strong>Burnsville</strong></td>
<td>513 West Travelers Trail&lt;br&gt;Burnsville, MN 55337&lt;br&gt;(952) 563-1250&lt;br&gt;(952) 563-1255 (FAX)</td>
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<tr>
<td><strong>Centennial</strong></td>
<td>8242 South University Blvd, Suite 100&lt;br&gt;Centennial, CO 80122-3157&lt;br&gt;(303) 542-7000&lt;br&gt;(303) 542-7005 (FAX)</td>
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<td><strong>Colorado Springs</strong></td>
<td>1915 Jamboree Drive, Suite 185&lt;br&gt;Colorado Springs, CO 80920&lt;br&gt;(719) 590-8300&lt;br&gt;(719) 590-8305 (FAX)</td>
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<tr>
<td><strong>Colorado Springs South</strong></td>
<td>1079 Space Center Drive, Suite 140&lt;br&gt;Colorado Springs, CO 80915&lt;br&gt;(719) 208-3800&lt;br&gt;(719) 208-3805 (FAX)</td>
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<tr>
<td><strong>Ellsworth AFB Extension</strong></td>
<td>1000 Ellsworth St., Suite 2400-B&lt;br&gt;Ellsworth AFB, SD 57706&lt;br&gt;(605) 718-6550&lt;br&gt;(605) 718-6555 (FAX)</td>
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<tr>
<td><strong>Garden City</strong></td>
<td>801 Campus Drive&lt;br&gt;Garden City, KS 67846&lt;br&gt;(620) 805-3550</td>
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<tr>
<td><strong>Georgetown</strong></td>
<td>1015 W. University Avenue, Suite 700&lt;br&gt;Georgetown, TX 78628&lt;br&gt;(512) 942-6750&lt;br&gt;(512) 942-6755 (FAX)</td>
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<tr>
<td><strong>Harold D. Buckingham Graduate School</strong></td>
<td>Rouche Graduate Center&lt;br&gt;8636 Austin Center Boulevard, Suite 270&lt;br&gt;Austin, TX 78731&lt;br&gt;(512) 813-2300&lt;br&gt;(512) 813-2305 (FAX)</td>
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<tr>
<td><strong>Houston</strong></td>
<td>11511 Katy Freeway, Suite 200&lt;br&gt;Houston, TX 77079&lt;br&gt;(832) 619-7300</td>
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<tr>
<td><strong>Independence</strong></td>
<td>3620 Arrowhead Avenue&lt;br&gt;Independence, MO 64057&lt;br&gt;(816) 412-7700&lt;br&gt;(816) 412-7705 (FAX)</td>
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<tr>
<td><strong>Indianapolis</strong></td>
<td>3600 Woodview Trace, Suite 200&lt;br&gt;Indianapolis, IN 46268&lt;br&gt;(317) 810-8100&lt;br&gt;(317) 810-8105 (FAX)</td>
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<tr>
<td><strong>Lee's Summit</strong></td>
<td>401 N.W. Murray Road&lt;br&gt;Lee’s Summit, MO 64081&lt;br&gt;(816) 600-3900&lt;br&gt;(816) 600-3905 (FAX)</td>
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<tr>
<td><strong>Mesquite</strong></td>
<td>18600 LBJ Freeway&lt;br&gt;Mesquite, TX 75150-5628&lt;br&gt;(972) 773-8800&lt;br&gt;(972) 773-8805 (FAX)</td>
<td></td>
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<tr>
<td><strong>Minnetonka</strong></td>
<td>10901 Red Circle Dr, Suite 150&lt;br&gt;Minnetonka, MN 55343&lt;br&gt;(952) 562-4200&lt;br&gt;(952) 562-4205 (FAX)</td>
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<tr>
<td><strong>Overland Park</strong></td>
<td>10310 Mastin&lt;br&gt;Overland Park, KS 66212-5451&lt;br&gt;(913) 981-8700&lt;br&gt;(913) 981-8705 (FAX)</td>
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<tr>
<td><strong>Rapid City</strong></td>
<td>5301 S. Highway 16&lt;br&gt;Rapid City, SD 57701&lt;br&gt;(605) 394-4800&lt;br&gt;(605) 394-4871 (FAX)</td>
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Richardson
300 N. Coit Road, Suite 225
Richardson, TX 75080
(972) 773-8650
(972) 773-8655 (FAX)

Rochester
3906 E. Frontage Rd NW/Hwy 52
Rochester, MN 55901
(507) 286-1650
(507) 286-1655 (FAX)

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

Sioux Falls
5801 S. Corporate Place
Sioux Falls, SD 57108
(605) 336-4600
(605) 336-4605 (FAX)

Tulsa
8040 S. Sheridan Road
Tulsa, OK 74133
(918) 879-8400
(918) 879-8405 (FAX)

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

Wichita
7309 E 21st St. N., Suite G40
Wichita, KS 67206
(316) 448-5400
(316) 448-5405 (FAX)

Wichita West
8428 West 13th St, Suite 110-120
Wichita, KS 67212
(316) 448-3150
(316) 448-3155 (FAX)

Workforce Development & Continuing Education
www.workforce.national.edu
5301 S. Highway 16
Rapid City, SD 75501
(855) 299-7915

Zona Rosa
7490 NW 87th Street
Kansas City, MO 64153
(816) 412-5500
(816) 412-5505 (FAX)
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Published January 2016
MISSION STATEMENT
National American University welcomes students of diverse interests, cultures and abilities and prepares them for careers in technical and professional fields by providing quality higher education in a caring and supportive environment.

The university builds learning partnerships with students and other institutions and organizations locally, nationally and internationally through its private, regionally accredited system of campuses and education centers offering courses in traditional, accelerated and distance learning formats.

As a comprehensive technical and professional institution of higher learning, the university responds to the changing needs of students, employers, and their communities by providing undergraduate and graduate programs and continuing education opportunities to serve an evolving global society.

CORE VALUES
• Offer high quality instructional programs and services.
• Provide a caring and supportive learning environment.
• Offer technical and professional career programs.

PURPOSES
1. Offer quality technical and professional degree programs, as documented by institutional and academic assessment processes at the associate, bachelor’s and graduate level, diplomas, certificates and adult degree completion programs to traditional, adult and international learners.
2. Provide a general education program to build awareness, abilities and interests to empower lifelong learners as knowledgeable citizens of the global community.
3. Provide a collegiate experience through instructional and support services that create a stimulating, caring and supportive learner-centered environment in which students are encouraged to achieve the educational goals established by the university.
4. Promote a learning and working environment by providing new technologies, methodologies and practices that enhance and extend quality programs and services.
5. Prepare students to provide leadership and services for the employment needs of business, industry and government worldwide.
6. Pursue communication, cooperation and alliances with educational institutions, organizations and associations on a local, regional, national and international basis.
7. Respond to the ever-changing societal demands for personal and professional development and continuing education through flexible scheduling and convenient access via traditional, accelerated and distance delivery methodologies.
8. Assist students in the development of ethical values and behaviors.
9. Foster an environment that encourages involvement by employees in the innovation and solution-seeking processes and provide an opportunity for personal and leadership development while promoting diversity in culture and perspective.
10. Provide a stable institutional environment where human, financial and physical resources are sufficient to accomplish its educational and institutional goals as a sound basis for continued growth and development.

Adopted by the National American University Board of Governors, January 2012

ACCREDITATION - APPROVALS - AFFILIATIONS
National American University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604, www.ncahlc.org, (800) 621-7440.

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 Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kan., USA. The business programs in the following degrees are accredited by the IACBE:

- Master of Business Administration
- Master of Business Administration with emphasis in Accounting
- Master of Business Administration with emphasis in E-Marketing
- Master of Business Administration with emphasis in Health Care Administration
- Master of Business Administration with emphasis in Human Resource Management
- Master of Business Administration with emphasis in Information Technology Management
- Master of Business Administration with emphasis in International Business
- Master of Business Administration with emphasis in Management
- Master of Business Administration with emphasis in Operations and Configuration Management
- Master of Business Administration with emphasis in Project and Process Management
- Bachelor of Science in Accounting
- Bachelor of Science in Management
- Bachelor of Science in Business Administration
- Bachelor of Science in Business Administration with emphasis in Accounting
- Bachelor of Science in Business Administration with emphasis in Entrepreneurship
- Bachelor of Science in Business Administration with emphasis in Financial Management
- Bachelor of Science in Business Administration with emphasis in Human Resource Management
- Bachelor of Science in Business Administration with emphasis in International Business
- Bachelor of Science in Business Administration with emphasis in Management
- Bachelor of Science in Business Administration with emphasis in Marketing
- Bachelor of Science in Business Administration with emphasis in Pre-Law
- Bachelor of Science in Business Administration with emphasis in Supply Chain Management
- Bachelor of Science in Business Administration with emphasis in Tourism and Hospitality Management
- Bachelor of Science in Business Administration with emphasis in Pre-Law
- Associate of Applied Science in Accounting
- Associate of Applied Science in Management
- Associate of Applied Science in Business Administration

The health information technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) (www.cahiim.org).

The medical assisting programs offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Denver, Independence, Overland Park, Roseville, Sioux Falls, Wichita, and Zona Rosa are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs can be contacted at 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

The Occupational Therapy Assistant (OTA) programs offered at the Centennial, Colo. and Independence, Mo. campuses, are accredited through the Accreditation Council for Occupational Therapy Education (ACOTE).
The paralegal studies program offered at the Rapid City and Sioux Falls campuses are separately approved by the American Bar Association (ABA). The program offered in the Minneapolis/St. Paul metro area, including the Bloomington campus, Brooklyn Center campus, Burnsville campus, Roseville campus, and Minnetonka campus, is separately approved by the ABA.

The pharmacy technician programs offered at Bloomington, Brooklyn Center, Independence, Roseville, Sioux Falls, and Zona Rosa are accredited by the American Society of Health-System Pharmacists (ASHP).

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

Full approval was granted by the Missouri State Board of Nursing for the university’s ASN program (Zona Rosa campus).

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

Initial approval was granted by the Texas Board of Nursing for the university’s BSN program (Austin campus).

The pre-licensure BSN program offered at the Bloomington campus is approved with conditions by the Minnesota Board of Nursing.

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

Program approval was granted by the Kansas State Board of Nursing for the university’s BSN program, including LPN Bridge to BSN (Overland Park and Wichita West campuses).

Full approval was granted by the South Dakota Board of Nursing for the university’s Online RN to BSN program.

The Accreditation Commission for Education in Nursing (ACEN) granted continuing accreditation for the NAU Zona Rosa, Missouri ASN program. For more information, please contact the ACEN at 3343 Peachtree Road NE Suite 850, Atlanta, GA 30326, (404) 975-5000, www.acenursing.org http://www.acenursing.org.

The baccalaureate and 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 registered with the Maryland Attorney General, 200 St. Paul Street, Baltimore, MD 21202. Toll free number (888) 743-0823 or (410) 528-8662.

National American University is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

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


Oregon - This school is a business unit of a corporation authorized by the State of Oregon to offer and confer the academic degree described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning these standards or the school’s approval may be directed to the Office of Degree Authorization, Higher Education Coordinating Commission, 775 Court St. NE, Salem, OR 97301.

National American University is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes National American University to offer specific degree programs. The HECB may be contacted for a list of currently authorized programs. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.
EQUAL EDUCATIONAL OPPORTUNITY POLICY
National American University is committed to providing equal educational and employment opportunity regardless of sex, marital status, race, color, religion, age, ancestry, national origin, disability or veteran status. Equal educational opportunity includes: recruitment and admission; access to courses and facilities; access to academic advising, placement testing, and tutoring services; financial assistance and student employment; health and insurance services; and extracurricular programs and activities.

Questions and comments concerning the university’s EEO Policy may be directed to Dr. Manuel Gomez, Associate Provost and Dean of the Faculty, 5301 S. Highway 16, Rapid City, SD 57701, email: mgomez@national.edu, or phone: (605) 721-5274.

THE CATALOG
This catalog reflects the regulations, policies, procedures, programs, and fees for National American University as of September 2015. National American University reserves the right to adopt, amend, and implement its policies and procedures as it deems appropriate and necessary. Under certain circumstances, National American University may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the university, that such action would be appropriate to further the mission and purposes of the university.

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

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

Prospective students should contact the admissions office for information regarding any such possible changes. Currently enrolled students should consult the campus executive officer, academic dean, or other appropriate administrators.
### Academic Calendar 2015 - 2016

#### Fall 2015
- September 8: Quarter begins
- September 14: **Last day to drop or add classes without penalty**
  
  (Drop/add paper work must be submitted to the campus office by 6:00 p.m., September 15)
- September 29: Interim begins
- October 5: **Last day to drop or add interim classes without penalty**
  
  (Drop/add paper work must be submitted to the campus office by 6:00 p.m., October 6)
- October 16: End of first 5-1/2 week classes and beginning of second 5-1/2 week classes
- October 23: Last day to drop regular term classes without punitive grade
- October 31: Last day to drop Interim classes without punitive grade.
- November 7: Make-up day for Veteran’s Day Holiday
- November 11: Veteran’s Day Holiday - No classes
- November 17 - 23: Final exams
- November 23: Quarter ends
- November 24 - : Quarter break
- December 1: Winter 2015 - 2016
- December 2: Quarter begins
- December 8: **Last day to drop or add classes without penalty**
  
  (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., December 9)
- December 23 - January 4: Winter break
- January 5: Classes resume
- January 5: Interim begins
- January 11: **Last day to drop or add interim classes without penalty**
  
  (Drop/add paper work must be submitted to the campus office by 6:00 p.m., January 12)
- January 16: Make-up day for Martin Luther King Jr. Holiday
- January 18: Martin Luther King Jr. Holiday - No classes
- January 22: End of first 5-1/2 week classes and beginning of second 5-1/2 week classes
- January 29: Last day to drop regular term classes without punitive grade
- February 6: Last day to drop Interim classes without punitive grade
- February 23 - 29: Final exams
- February 29: Quarter ends
- March 1 - 6: Quarter break

#### Spring 2016
- March 7: Quarter begins
- March 13: **Last day to drop or add classes without penalty**
  
  (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., March 14)
- March 19: Make-up day for Good Friday Holiday
- March 25: Good Friday Holiday - No classes
- March 28: Interim begins
- April 3: **Last day to drop or add interim classes without penalty**
  
  (Drop/add paper work must be submitted to the campus office by 6:00 p.m., April 4)
- April 14: End of first 5-1/2 week classes and beginning of second 5-1/2 week classes
### General Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>April 21</td>
<td>Last day to drop regular term classes without punitive grade</td>
</tr>
<tr>
<td>April 29</td>
<td>Last day to drop Interim classes without punitive grade</td>
</tr>
<tr>
<td>May 16 - 22</td>
<td>Final exams</td>
</tr>
<tr>
<td>May 22</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>May 23 - June 7</td>
<td>Quarter break</td>
</tr>
</tbody>
</table>

### Summer 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 8</td>
<td>Quarter begins</td>
</tr>
<tr>
<td>June 14</td>
<td><strong>Last day to drop or add classes without penalty</strong></td>
</tr>
<tr>
<td></td>
<td>(Drop/add paperwork must be submitted to the campus office by 6:00 p.m., June 15)</td>
</tr>
<tr>
<td>June 25</td>
<td>Make-up day for Independence Day Holiday</td>
</tr>
<tr>
<td>June 29</td>
<td>Interim begins</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day Holiday - No classes</td>
</tr>
<tr>
<td>July 5</td>
<td><strong>Last day to drop or add interim classes without penalty</strong></td>
</tr>
<tr>
<td></td>
<td>(Drop/add paperwork must be submitted to the campus office by 6:00 p.m., July 6)</td>
</tr>
<tr>
<td>July 16</td>
<td>End of first 5-1/2 week classes and beginning of second 5-1/2 week classes</td>
</tr>
<tr>
<td>July 23</td>
<td>Last day to drop regular term classes without punitive grade</td>
</tr>
<tr>
<td>July 31</td>
<td>Last day to drop Interim classes without punitive grade</td>
</tr>
<tr>
<td>August 17 - 23</td>
<td>Final exams</td>
</tr>
<tr>
<td>August 23</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>August 24 - September 5</td>
<td>Quarter break</td>
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### Fall 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 6</td>
<td>Quarter begins</td>
</tr>
<tr>
<td>September 12</td>
<td><strong>Last day to drop or add classes without penalty</strong></td>
</tr>
<tr>
<td></td>
<td>(Drop/add paperwork must be submitted to the campus office by 6:00 p.m., September 13)</td>
</tr>
<tr>
<td>September 27</td>
<td>Interim begins</td>
</tr>
<tr>
<td>October 3</td>
<td><strong>Last day to drop or add interim classes without penalty</strong></td>
</tr>
<tr>
<td></td>
<td>(Drop/add paperwork must be submitted to the campus office by 6:00 p.m., October 4)</td>
</tr>
<tr>
<td>October 14</td>
<td>End of first 5-1/2 week classes and beginning of second 5-1/2 week classes</td>
</tr>
<tr>
<td>October 21</td>
<td>Last day to drop regular term classes without punitive grade</td>
</tr>
<tr>
<td>October 29</td>
<td>Last day to drop Interim classes without punitive grade.</td>
</tr>
<tr>
<td>November 5</td>
<td>Make-up day for Veteran’s Day Holiday</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day Holiday - No classes</td>
</tr>
<tr>
<td>November 15 - 21</td>
<td>Final exams</td>
</tr>
<tr>
<td>November 21</td>
<td>Quarter ends</td>
</tr>
</tbody>
</table>
**HISTORY**

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

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

It was in late 1960 that the university, now nearly two decades old and growing rapidly, moved its operations to its new facilities at 321 Kansas City Street in downtown Rapid City, where it existed for more than 50 years. The expanded campus location included a new two-story brick building that housed classrooms, administrative offices, the library, and the university bookstore. Three years later, construction of the new student residence hall was completed, which resulted in a significant influx of students from outside of the region. Students arrived from all corners of the United States, and from all around the world, creating a vibrant student population that was unusually diverse and energized.

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

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

In May of 1997, the university changed its name from National College to its current name of National American University to reflect its standing as a multi-campus institution offering postgraduate programs. Today National American University continues to offer quality business-related degree programs to students from all walks of life through its affiliations with colleges and universities throughout the United States and from around the world. NAU offers a Master in Business Administration program, a Master in Management program, and a Master of Science in Nursing program for students wishing to extend their education beyond a bachelor’s degree. The university has also expanded its program offerings to include allied health and nursing programs. More recently, an educational doctorate was added to support administrative interests in community colleges.

For more than 70 years, National American University has been a recognized leader in academic excellence. Students from all over the globe are enrolled in NAU’s master’s, bachelor’s, associate degree and diploma programs. With dedicated staff and faculty guiding these students to their ultimate goals, it is easy to recognize that from National School of Business in 1941 through National American University in 2014-15, the university has experienced a dramatic and perhaps unprecedented evolution as an academic institution.
UNIVERSITY LOCATIONS

Albuquerque

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

National American University’s Albuquerque campus is conveniently located in the heart of the Albuquerque metro area. The Albuquerque campus has been serving students in the central New Mexico area since 1975, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Albuquerque campus offers excellent degree programs in medical assisting, medical administrative assistant, and healthcare management. Located at the intersection of San Mateo and Indian School Road, the campus is convenient to Interstate 40 East and the Uptown Area.

Albuquerque West

10131 Coors Blvd, Suite I-01
Albuquerque, NM 87114
(505) 348-3750
(505) 348-3755 (FAX)

National American University’s Albuquerque West campus is conveniently located on the west side of the Albuquerque metro area and has been serving students on the west side and in surrounding communities since 1997. It has become one of NAU’s more prominent campus locations. In addition to its strong business and information technology curriculum, the Albuquerque West campus offers excellent degree programs in medical assisting, medical administrative assistant, and healthcare management. Conveniently located near the Cottonwood Mall at the intersection of Seven Bar Loop and Coors Boulevard in the Alameda West Shopping Center, this location is close to shopping, restaurants and transportation services which gives students easy access from any part of Albuquerque.

Austin

13801 Burnet Road, Suite 300
Austin, TX 78727
(512) 651-4700
(512) 651-4705 (FAX)

National American University’s Austin campus is conveniently located in the heart of the Austin metro area with easy access from North Mo Pac, Interstate-35 and MetroRail. Established in 2007, the Austin campus offers excellent degree programs in business, information technology, and allied health. Our faculty and staff are committed to providing higher education in a caring and supportive environment.

Austin South

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

National American University’s Austin South campus is located in the heart of south Austin, with easy access from South Mo Pac, Interstate 35 and US290. The Austin South campus opened in 2011, and offers excellent degree programs in business, allied health, information technology, and criminal justice. Our faculty and staff are committed to providing quality higher education in a caring and supportive environment. Located at the corner of William Cannon Drive and Westgate Boulevard, the campus serves students in communities from Austin to San Antonio, on campus, online, and on Fort Sam Houston.
Bellevue
3604 Summit Plaza Drive
Bellevue, NE 68123-1065
(409) 972-4250
(409) 972-4255

National American University’s Bellevue campus is conveniently located in the heart of the Omaha metro area. The Bellevue campus has been serving students in Nebraska since fall 2011, and is considered one of NAU’s premier campus locations. In addition to its strong business and health care curriculum, the Bellevue campus offers excellent degree programs in information technology, medical assisting, and criminal justice. Located at the intersection of Highway 370 and 36th Street in Bellevue, the campus is convenient to anywhere in the metro area and surrounding communities.

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

National American University’s Bloomington campus is conveniently located across from the Mall of America. The Bloomington campus has been serving students in the Twin Cities area since 1997, and is a perfect location for students who want the convenience of shopping, transportation, jobs and entertainment. In addition to its strong business and information technology curriculum, the Bloomington campus offers excellent degree programs in medical assisting, paralegal studies, therapeutic massage, and pharmacy technician. Located in the Metro Office Park, directly across from Minneapolis St. Paul International airport, the Bloomington campus is easily accessible from Interstate 494 and Highway 77. It is one of four convenient NAU campuses in the Twin Cities area.

Brooklyn Center
6200 Shingle Creek Parkway, Suite 130
Brooklyn Center, MN 55430-4100
(763) 852-7500
(763) 852-7505 (FAX)

National American University’s Brooklyn Center campus is conveniently located in the heart of Minneapolis. The Brooklyn Center campus has been serving students in the Twin Cities area since 2000, and is considered one of NAU’s best campus locations. In addition to its strong business and information technology curriculum, the Brooklyn Center campus offers excellent degree programs in medical assisting, medical administrative assistant, and pharmacy technician. Located in the Brookdale Corporate Center, the Brooklyn Center campus is easily accessible from Interstate 694 and Highway 100. It is one of five convenient NAU campuses in the Twin Cities area.

Burnsville
513 West Travelers Trail
Burnsville, MN 55337
(952) 563-1250
(952) 563-1255 (FAX)

National American University’s Burnsville campus is conveniently located in the heart of the Interstate 35 W and Burnsville Parkway in the south metro area. The Burnsville campus has been serving students in the south metro area since May of 2011. In addition to its strong academic curriculum, the Burnsville campus offers excellent degree programs in business, information technology, criminal justice, paralegal, and other allied health programs. It is located at the intersection of Burnsville Parkway and Interstate 35 West.
Centennial
8242 South University Boulevard, Suite 100
Centennial, CO 80122-3157
(303) 542-7000
(303) 542-7005 (FAX)

National American University’s Centennial campus is conveniently located in the heart of the southwest Denver metro area. The Centennial campus has been serving students in the Denver metro area since 2010 with state of the art classrooms. In addition to its strong business and online curriculum, the Centennial campus offers excellent degree programs in all the allied health areas and IT programs. Located at the intersection of University Boulevard and County Line Road, just off C-470, the campus is convenient to Centennial, Littleton, Highlands Ranch, and central Denver.

Colorado Springs
1915 Jamboree Drive, Suite 185
Colorado Springs, CO 80920
(719) 590-8300
(719) 590-8305 (FAX)

National American University’s Colorado Springs campus is conveniently located in the heart of Colorado Springs. The Colorado Springs campus has been serving students in the southern Colorado area since 1974, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Colorado Springs campus offers excellent medical degree programs in medical assisting, medical administrative assistant, medical staff services, RN foundation courses, and healthcare management. Located at 1915 Jamboree Drive, Suite 185, at the intersection of Chapel Hills Drive and Jamboree Drive, the Colorado Springs campus is easily accessible from Interstate 25 or Academy Boulevard, and is convenient to downtown as well as all suburban areas and military bases.

Colorado Springs South
1079 Space Center Drive, Suite 140
Colorado Springs, CO 80915
(719) 208-3800
(719) 208-3805 (FAX)

National American University’s Colorado Springs South campus is conveniently located to all military installations and communities within Colorado Springs. The campus offers students the opportunity to take classes on campus or online and provides students with the one-on-one support necessary for their success. The Colorado Springs South campus offers a variety of degree programs designed to help students achieve their goals and further their professional careers. Located at the intersection of Powers Boulevard and Galley Road, the campus is convenient to the Security, Widefield and Fountain communities.

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

National American University’s Ellsworth location is conveniently located in the heart of Ellsworth Air Force Base in western South Dakota. Since 1974, the Ellsworth campus has been serving active duty, reserve, National Guard, and retired military personnel, as well as military families, veterans receiving VA benefits, DOD employees and their dependents, base contractors, and residents of nearby Box Elder. NAU’s Ellsworth campus offers Bachelor of Science and Associate of Applied Science degree programs and classes that meet the Community College of the Air Force (CCAF) requirements for oral communications, written communications, humanities, math, and social science. The Ellsworth campus is located in the Rushmore Center at 1000 Ellsworth Street.
General Information

Garden City
801 Campus Drive
Garden City, KS 67846
(620) 805-3550

National American University’s Garden City location is situated on the campus of Garden City Community College (GCCC) and serves the southwest Kansas region as well as online students from across the state. Opened in September 2014, this location offers a blend of on-campus and online courses. Garden City is the first of its kind, truly hybrid, community college and university partnership serving students of all ages and backgrounds. Garden City features bachelor’s and master's degree programs in conjunction with GCCC associate degrees in a wide range of areas such as Business, Accounting, IT, Nursing, and Criminal Justice, offering the flexibility of truly blended programs that allow students to complete their advanced degree without leaving the GCCC campus. Finney County is one of the fastest growing in Kansas, and National American University is excited to be a true community partner dedicated to providing the educational foundation for continued growth.

Georgetown
1015 W. University Avenue, Suite 700
Georgetown, TX 78628
(512) 942-6750
(512) 942-6755 (FAX)

National American University’s Georgetown campus is located in the county seat of Williamson County, Texas and serves the central Texas region as well as online students from across the state. Opened in March 2011, the campus offers a blend of on-campus and online courses. With a prime location just off of Interstate 35 in the beautiful Wolf Ranch Town Center shopping area, Georgetown serves students of all ages and backgrounds. Featuring degree programs in a wide range of areas such as Business, Accounting, IT, Allied Health, and Criminal Justice, the campus offers the flexibility of blended programs that students want while still providing the personal, caring support that students need. Williamson County is one of the fastest growing in Texas, and the Georgetown campus and its staff are excited to be a true community partner dedicated to providing the educational foundation for continued growth.

Houston
11511 Katy Freeway, Suite 200
Houston, TX 77079
(832) 619-7300

National American University’s Houston Campus offers instruction in the areas of business, health care, criminal justice, and information technology. The Houston campus offers the convenience of both online and on ground classes in diploma, associate, and bachelor’s degree programs and is easily accessible from Interstate 10/Katy Freeway and serves the greater Houston metropolitan area.

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

National American University’s Independence campus is conveniently located on the busy east side of the Kansas City Metro area. The Independence campus has been serving students in the western Missouri area since 1990, and has long been considered one of NAU’s flagship campus locations. It is one of four NAU campuses in the Kansas City metro area. In addition to its strong business and information technology curriculum, the Independence campus offers excellent degree programs in occupational therapy assistant, medical assisting, healthcare coding, paralegal studies, and healthcare management. The Independence campus is easily accessible from Interstate 70 and Highway 291 just north of the Independence Center. The area is a restaurant and shopping destination due to its proximity to downtown and all suburban areas.
Indianapolis
3600 Woodview Trace, Suite 200
Indianapolis, IN 46268
(317) 810-8100
(317) 810-8105 (FAX)

National American University’s Indianapolis campus has been serving students in the area since 2012. The Indianapolis campus offers the convenience of online classes, or a combination of both online and on ground classes. Students can pursue an associate or bachelor's degree in a wide variety of programs. Located just off of Interstate 465 and Michigan Road on the north side, the Indianapolis campus is easily accessible from all areas of Indianapolis and the surrounding communities.

Lee’s Summit
401 North West Murray Road
Lee’s Summit, MO 64081
(816) 600-3900
(816) 600-3905 (FAX)

National American University’s Lee’s Summit campus is conveniently located in the heart of the Kansas City metro area. Lee’s Summit has been serving students in the Kansas City area since October of 2009. In addition to its strong business curriculum, the Lee’s Summit campus offers excellent degree programs in medical assisting and information technology. Located on North West Murray Road between Chipman Avenue and Third Street, the campus is convenient to Highway 50 and Interstate 470.

Lewisville
475 State Highway 121 Bypass
Lewisville, TX 75067-8193
(972) 829-2150
(972) 829-2156 (FAX)

National American University’s Lewisville campus is conveniently located in the heart of the Dallas metro area. The Lewisville campus has been serving students in the Northern Dallas area and provides the caring and supportive environment needed to achieve academic success. In addition to its strong business and accounting curriculum, the Lewisville campus offers excellent degree programs in the healthcare field, criminal justice and information technology. The flexibility and convenience of participating in online and on campus classes allows students to earn their degree while maintaining busy lifestyles. Located off of the 121 Tollroad near MacArthur Boulevard, the Lewisville campus is conveniently located in the Village Crossing retail center.

Mesquite
18600 LBJ Freeway
Mesquite, TX 75150-5628
(972) 773-8800
(972) 773-8805 (FAX)

National American University’s Mesquite campus is conveniently located in the Town Center East Plaza of the Dallas metro area. The Mesquite campus has been serving students in the east Dallas area and provides the caring and supportive environment needed to achieve academic success. In addition to its strong business and accounting curriculum, the Mesquite campus offers excellent degree programs in the healthcare field, criminal justice, and information technology. The flexibility and convenience of participating in online and on campus classes allows students to earn their degree while maintaining busy lifestyles. Located off of the North 635 LBJ Freeway, the Mesquite campus is conveniently located in the adjoining parking of Town East Mall, next to Shepler’s.

Minnetonka
National American University’s Minnetonka location is conveniently located in the southwest region of the Twin Cities. It has been serving students since the summer of 2009. In addition to its strong business and information technology curriculum, the Minnetonka location offers excellent degree programs in accounting, criminal justice, and the healthcare field. The flexibility and convenience of participating in online and on-site classes allows students to earn their degree while maintaining busy lifestyles. The Minnetonka location is easily accessible from Interstate 494, and Highways 169, 62, and 100.

Online Campus

www.national.edu/online
5301 S. Highway 16
Rapid City, SD 57701
(605) 394-4953
(800) 770-2959 General Information
(800) 209-0182 Admissions
(605) 394-5072 (FAX)

NAU’s distance learning program provides online courses and degree options to students across the United States as well as internationally. Students access classes and extensive campus resources anytime, anywhere through National American University’s student portal. Online courses are asynchronous with courses designed with the latest navigation software. Some courses contain asynchronous interactive enhancement features to allow students to interact with faculty and other students in a real-time classroom environment. The university offers students an array of learner services to support their academic endeavors such as the electronic Learning Resource Center, online library services, tutoring services, counseling services, help desk support, and other support services.

Overland Park

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

National American University’s Overland Park campus is conveniently located just 15 minutes from downtown Kansas City. The Overland Park campus has been serving students in western Missouri and eastern Kansas since 2001, and is one of four NAU campuses in the Kansas City metro area. In addition to its strong business, allied health and information technology curriculum, the Overland Park campus offers an exciting nursing program: the Bachelor’s in Nursing - Generalist degree. Located at 103rd Street and Highway 69 just north of the Corporate Woods area, the Overland Park campus is easily accessible from Highway 69 and Interstate 435.

Rapid City

5301 S. Highway 16
Rapid City, SD 57701
(605) 394-4800
(605) 394-4871 (FAX)

National American University’s Rapid City campus is conveniently located on the south side of Rapid City, S.Dak. The Rapid City campus has been serving students in the western South Dakota area since 1941 and is considered National American University's home campus. In addition to its strong business and information technology curriculum, the Rapid City campus offers excellent degree programs in nursing, veterinary technology, and paralegal and pre-law studies. The Rapid City campus is easily accessible from just about anywhere in the Rapid City area, and is convenient to Highway 16 and Highway 79.
Richardson

300 N. Coit Road, Suite 225
Richardson, TX 75080
(972) 773-8650
(972) 773-8655 (FAX)

National American University’s Richardson campus is located in Dallas County, Texas. Richardson is an inner suburb just north of Dallas. Opened in September 2011, the campus offers online classes in the areas of Accounting, Business, Criminal Justice, Allied Health, IT, Management, and Organizational Leadership. The campus is located in the Promenade Center connected to the BBVA Compass building. Dallas County is now the ninth most populous county in the United States. The campus is continuing to grow thanks to our dedicated staff prepared to serve our students.

Rochester

3906 E Frontage Rd NW/Hwy 52
Rochester, MN 55901
(507) 286-1650
(507) 286-1655 (FAX)

National American University’s Rochester campus is conveniently located in the heart of the north metro area at Highway 52 and 41st Street. The Rochester campus opened in 2012 and offers excellent degree programs in business, criminal justice, nursing, and other allied health programs.

Roseville

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

National American University’s Roseville campus is conveniently located near the Rosedale Shopping Center. The Roseville campus has been serving students in the Minneapolis area since 1974, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Roseville campus offers excellent degree programs in medical assisting, paralegal studies, therapeutic massage, and pharmacy technician. Located north of Har Mar Mall, the Roseville campus is easily accessible from Highway 36 and Snelling Avenue. It is one of five convenient NAU campuses in the Twin Cities area.

Sioux Falls

5801 South Corporate Place
Sioux Falls, SD 57108
(605) 336-4600
(605) 336-4605 (FAX)

National American University’s Sioux Falls campus is conveniently located in the southwest part of the Sioux Falls area. The Sioux Falls campus has been serving students in eastern South Dakota since 1974. In addition to its strong business and information technology curriculum, the Sioux Falls campus offers excellent degree programs in paralegal studies and allied health. Located at the intersection of Interstates 90 and 29, the Sioux Falls campus is easily accessible from just about anywhere through nearby major traffic arteries and the city’s bus service.
Tulsa

8040 South Sheridan Road
Tulsa, OK 74133
(918) 879-8400
(918) 879-8405 (FAX)

National American University’s Tulsa campus is conveniently located in the heart of the Tulsa metro area. The Tulsa campus has been serving students in the Tulsa area since February of 2011, and offers excellent degree programs in Information Technology, Allied Health, Criminal Justice, and Business. Located at the intersection of 81st and Sheridan Road, the campus is convenient to 169 highway.

Watertown

925 29th Street S.E., Suite E
Watertown, SD 57201
(605) 884-7200
(605) 884-7205 (FAX)

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

Wichita

7309 E 21st St. N., Suite G40
Wichita, KS 67206
(316) 448-5400
(316) 448-5405 (FAX)

National American University’s Wichita campus is conveniently located in northeast Wichita and has been serving students in the area since 2007. The Wichita campus offers the convenience of on ground classes, online classes, or a combination of both. Students can pursue an associate or bachelor's degree in a wide variety of programs. Located on East 21st Street North between Rock Road and Woodlawn, the Wichita campus is easily accessible from all areas of Wichita and the surrounding communities.

Wichita West

8428 West 13th St, Suite 110-120
Wichita, KS 67212
(316) 448-3150
(316) 448-3155 (FAX)

National American University’s Wichita West campus has been serving students in the area since 2010. The Wichita West campus offers the convenience of on campus classes, online classes, or a combination of both. Students can pursue degrees in a wide variety of programs. The campus is conveniently located at the corner of 13th Street North and Tyler Road in the Northwest Plaza Center and is easily accessible from all areas of Wichita from Interstate 235, Highway K96 or US54/400 (Kellogg).
Zona Rosa
7490 NW 87th Street
Kansas City, MO 64153
(816) 412-5500
(816) 412-5505 (FAX)

National American University’s Zona Rosa campus is conveniently located in the Zona Rosa outdoor shopping center in the northland region of Kansas City. The Zona Rosa campus has been serving students in western Missouri since 2005, and is the northern-most campus of four NAU locations in the KC metro area. In addition to its strong business, legal studies, information technology, and allied health curriculum, the Zona Rosa campus offers an Associate of Science in Nursing degree, which is taught in a state-of-the-art facility where students practice hands-on learning. Located at Interstate 29 and Barry Road, approximately four miles from the Kansas City International Airport, the Zona Rosa campus is easily accessible from all major traffic arteries and the city’s bus service.
ADMISSIONS

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

ADMISSION REQUIREMENTS - UNDERGRADUATE

Regular Admission

For admission to one or more of NAU’s diploma or undergraduate degree programs, students must:

1. Complete and submit a Student Application for Admission (Go to www.national.edu); and
2. Have graduated from a recognized high school (or the U.S. Department of Education-accepted equivalent); or
3. Submit an official transcript from an accredited U.S. higher education institution indicating completion of a post-secondary education program of at least two years in length with a minimum cumulative grade point average of 2.0. The official transcript request must be completed during the application process for university approval during the first term of attendance. Students who received their secondary education outside the United States, United States territories, or Department of Defense-recognized U.S. high schools located on military bases outside the territorial United States must provide evidence of secondary-level education completion. Students must submit one or more of the following document(s) during the first term of attendance for university approval prior to the end of the first term:

   a. An official document evidencing completion of the equivalent of a U.S. high school education (Go to International Undergraduate Student Admissions at www.national.edu for further details on country-specific equivalencies of U.S. high school education.). International documentation may include an official academic transcript or marks sheet and/or examination results (Diplomas or certificates of government examinations must show the academic subjects passed, and grades/marks received. All records should be submitted in the original language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.);

   b. An original General Education Development (GED) examination report demonstrating passing marks for the overall examination; or

   c. An official transcript that indicates completion of a post-secondary program of at least two years in length with a minimum cumulative grade point average of 2.0/4.0 or the equivalent from (i) an international higher education institution that is approved by the country’s national ministry of education or appropriate approval body or (ii) an accredited U.S. higher education institution (Transcripts should show marks and credits earned for all post-secondary work. All records should be submitted in the native language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.).

Non–Native English Speaking Students

In addition to the above-listed requirements, NAU requires all non-native English speaking students to demonstrate sufficient command of the English language necessary to succeed in college-level classes taught in English. The English proficiency requirement can be satisfied through one of the following before attending any course at the university. Students must:

1. Provide an official Test of English as a Foreign Language (TOEFL) score report indicating a minimum score of 520 for a paper-based, 190 for a computer-based, or 68 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 Test of English for International Communication (TOEIC) score report indicating a minimum score of 750 (not applicable to students enrolled in the nursing program).

3. 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 NAU.); or

4. Provide evidence of completion of two semesters (or the equivalent) of college-level English (excluding ESL courses) with a grade of "C" or higher at an accredited college or university whose language of instruction is English; or

5. Provide evidence of English language proficiency by completing the Accuplacer ESL English assessment exam with minimum scores in the following categories:
   • Reading skills of 102 or higher.
   • Sentence meaning of 100 or higher.
   • Language usage of 95 or higher.
Additional documentation in support of an application under this provision may be requested 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.

Full-time Students
Students who enroll for 12 or more credit hours per quarter are considered to be full-time.

Part-time Students
If a student chooses not to attend full-time, a schedule may be arranged for one or more courses. Credits earned may be applied to degree or diploma programs.

Special Students
A special student is one who is not enrolled in a diploma or degree program. Special students are generally not eligible for federal financial aid. However, alternative loan programs may be available. Contact an NAU financial services representative for more information.

Transfer Students
Students who have successfully completed course work at other accredited post-secondary institutions may apply for admission to NAU. University policies on transfer credits, residency requirements, and other admissions requirements are outlined in this catalog.

ACADEMIC SUCCESS APPRAISAL
The purposes of the academic success appraisal are to:
1. Encourage academic success and degree completion.
2. Identify existing knowledge and skills in both reading and sentence skills, mathematics, and computer literacy.
3. Provide students with feedback about their basic skills.
4. Aid in the appropriate course placement in English or mathematics and advise the student if pre-college studies are needed.
5. Recommend a course of study in which the student may reasonably expect to achieve academic success.

As an open-enrollment institution, NAU requires all degree-seeking students to complete academic success appraisals at the time of enrollment or provide evidence of successfully completed college-level English and mathematics courses or equivalent. Course completion or equivalents are defined as follows:
1. A student has successfully completed college-level algebra and/or composition ("C" grade or above) and has submitted a copy of a college transcript as documentation.
2. A student has successfully completed the CLEP College Composition and/or College Algebra examination with a passing score as defined by the CLEP program, and has submitted a copy of the official CLEP transcript as documentation.
3. A student has successfully completed the equivalent Advanced Placement (AP) English and/or mathematics examinations with a score of 3 or above and has submitted a copy of the official AP transcript as documentation.

BACKGROUND CLEARANCE
National American University offers a number of academic programs that may ultimately lead to certification and/or licensure in any given field. In that regard, governing/regulatory agencies or bodies may require the demonstration of a criminal background clearance prior to granting such certification and/or licensure. It is incumbent upon students to verify whether a specific criminal background clearance is required in their field of study prior to beginning course work. Upon request, university personnel will assist students with contacting the proper agencies or authorities in making this determination.

FALSIFICATION OF EDUCATIONAL RECORDS
Falsifying, altering, or misrepresenting a transcript, grade report, diploma, or any other material relevant to admission, enrollment or academic performance shall be considered an overt act of academic dishonesty. This action shall result in denial of admission or enrollment into 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
Minnesota Students
Under Minnesota law, students need to submit a complete immunization record or meet one of the legal exemptions before being admitted to NAU. Students are exempt if they graduated from a Minnesota high school in 1997 or later, were previously enrolled in another college in Minnesota, or were born before 1956. Other exemptions include religious or philosophical objections to being immunized, in which the student needs to submit a notarized statement of his/her beliefs, or if the student has already had one of the diseases covered in the state immunization requirement. A doctor may sign an exemption if the student has another medical reason, for example, immune to the disease or currently pregnant. Please see an admissions representative for further details.
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.

INTERNATIONAL STUDENTS

National American University encourages diversity within its student body, and international students from many countries study at NAU campuses in the United States or online. 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 and has demonstrated English proficiency or English is the native language.

Admission Requirements

International student applicants who wish to study at NAU in an undergraduate program:

1. Complete and submit an International Student Application for Admission (See www.national.edu);

2. Provide evidence of secondary and/or post-secondary education completion through one of the following requirements:

   a. 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) member approved credential evaluation service following the requirements listed by the service. The original report should be sent directly to the NAU location where the student intends to enroll. Copies of all documents evaluated by the service must accompany the original report when it is forwarded to the registrar’s office; or

   b. An official transcript that indicates completion of a post-secondary program of at least two years in length with a minimum cumulative grade point average of 2.0/4.0 or the equivalent from (i) an international higher education institution that is approved by the country’s national ministry of education or appropriate approval body or (ii) an accredited U.S. higher education institution. Any international official transcripts must be evaluated by a NACES recognized evaluation service. The original course-by-course evaluation report and copies of the transcript evaluated should be sent directly to the National American University location where the student intends to enroll; or

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

3. Demonstrate proficiency in English through satisfaction of one of the following requirements:

   a. Provide an official Test of English as a Foreign Language (TOEFL) score report indicating a minimum score of 520 for a paper-based, 190 for a computer-based, or 68 for an Internet-based exam. (The TOEFL must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University. When ordering TOEFL test results, include the university’s school code of 6464.); or

   b. 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

   c. 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

   d. Provide evidence of completion of two semesters (or equivalent) of college-level English (excluding ESL courses) with a grade of "C" or higher at an accredited college or university whose language of instruction is English; or

   e. Provide evidence of English language proficiency by completing the English assessment exam, Accuplacer ESL, with minimum scores in the following categories:

      • Reading skills of 102 or higher
      • Sentence meaning of 100 or higher
      • Language usage of 95 or higher
      • Writing sample of 5 or higher

   • Please note these tests may only be taken at a campus location

Students Requesting the Certificate of Eligibility (Form I-20)

Students requesting the Certificate of Eligibility (Form I-20) to apply for an F-1 visa to enter the U.S. to attend National American University must fulfill all listed international admissions requirements. Upon acceptance by and approval
from the university, Form I-20 may be issued to eligible students.

Complete and submit the International Financial Certification form and attach an original bank statement. International students are required, as part of the application process, to show evidence of sufficient funding during their studies. The amount and source of funds are also shown on the Certificate of Eligibility (Form I-20) needed to apply for an F-1 student visa. In addition, students planning to bring a spouse and/or children are required to show additional funds for those individuals.

Transfer students and students requesting Change of Status from a different visa type will be additionally required to submit official transcripts from previously attended colleges and universities as well as information concerning proof of current status with the United States Citizenship and Immigration Services (USCIS) for the issuance of Form I-20.

Additional documentation in support of an applicant’s candidacy may be requested as deemed necessary by NAU. The university reserves the right to reject documentation and to request verification of documents as necessary. Admissions documentation will be considered the property of the university and will not be returned to the applicant (some exceptions may apply). NAU reserves the right to reject any and all student applicants.

**Financial Aid**

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

**New International Students**

New international students may participate in new student orientation during the first week of the quarter. Students will receive information about academic issues, as well as an orientation to the campus and the local area.
LEARNER SERVICES

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

ALUMNI
Graduates of NAU become members of the National American University Alumni Association.

The university maintains communication with graduates by way of newsletters and other means to build a more active and mutually beneficial relationship. Regular input from recent graduates, obtained from biennial surveys, helps the university evaluate its programs and personnel in terms of assessing outcome determinations and establishing improvement measures. A tradition of recognizing distinguished service in terms of community involvement and professional accomplishment, has recently been expanded to include other NAU sites and graduation.

Alumni of NAU are encouraged to assist the university with the placement responsibility by sharing information regarding employment opportunities. Referral of prospective students to the university by alumni is also welcomed. Job search assistance on a long-term basis is available at no added charge to graduates through the campus career services offices. Alumni may activate involvement, and begin to receive the National News quarterly newsletter, on the NAU website at www.national.edu/Alumni. 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 -
UNDERGRADUATE/GRADUATE

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 ADA coordinator, who serves as a resource for students with disabilities, verifies and maintains documentation, considers accommodation requests, and determines reasonable accommodations.

Dr. Michael Bell
Associate Provost and System Vice President for Campus
Academic Operations
ADA Coordinator
National American University
5301 S. Highway 16, Rapid City, SD 57701
Telephone: (913) 302-8863 Fax: (605) 721-5241
mbell@national.edu

To request an accommodation:

1. Contact your academic dean and request an ADA Accommodation Request Form.
Step 2 –
Submit a completed ADA Accommodation Request Form and all required documentation to your academic dean 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 you request an accommodation for a disability relating to learning or attention difficulties, comprehensive and diagnostic testing may be required, at your expense.

The ADA coordinator will review the request and supporting documentation and will communicate with you and other persons as appropriate.

If the ADA coordinator determines that an accommodation is warranted, you will receive an ADA Student Accommodation Agreement, indicating the accommodation granted. Accommodations will not be applied retroactively.

Step 3 –
Provide each on-ground instructor with a copy of the ADA Student Accommodation Agreement, obtain the instructor’s signature, and deliver the signed Agreement(s) to your campus academic dean or academic coordinator. If you register for undergraduate online classes, contact uservices@national.edu, for graduate online courses, contact graduniversityservices@national.edu prior to the start of each academic term so that the accommodations may be implemented in the online classes.

Contact the ADA coordinator if an accommodation is not effectively implemented. If your request for an accommodation is not granted, contact the ADA coordinator with any questions you may have. If you wish to have the matter reconsidered, contact the academic dean or academic coordinator. While it is hoped that any concerns can be resolved within the university process, you may also contact the U.S. Department of Justice, Civil Rights Division.

CAREER SERVICES

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

Career services directors and the director of student success office at each campus 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, on-campus recruitment by employers, part-time employment, internships, Internet utilization, and Federal Work-Study jobs are some of the means used by NAU to facilitate employment and career development of students and graduates. The university prepares and reports statistical information on employment of graduates. 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: www.national.edu/career-services.

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 key words in the institutional expectations of students in their interaction with each other and with other members of the university community.

Student Code of Conduct

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 on or off campus, or of other authorized non-university activities when the conduct occurs on university premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct 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, on or off campus.

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 an on-campus or off-campus 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 campus 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 campus executive officer within 30 days of the alleged violation.

2. Students who are disruptive, damage university property, or pose a threat to any person on the campus may be immediately suspended and escorted from the premises (or removed from the NAU online classroom) by the campus executive officer.

3. If the campus executive officer observes or otherwise becomes aware of a violation of the Student Code of Conduct, the campus executive officer 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 campus executive officer 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 campus executive officer (or designee), the academic dean, a director of student success, and one student. The student must be independent of incident and student under investigation. The student conduct committee will determine if the charge(s) of misconduct
have merit and/or if the charge(s) can be disposed of administratively.

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 5 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 system vice president for academic administration and regulatory affairs upon recommendation from the student conduct committee.

9. The student has a right to appeal the decision of the student conduct committee to the system vice president for academic administration and regulatory affairs for sanctions identified in paragraph 1 a-c. This request must be made on the Student Conduct Form and delivered to the system vice president for academic administration and regulatory affairs within 72 hours of the student conduct committee’s decision. The system vice president for academic administration and regulatory affairs will convene a student conduct appeals committee, composed of three university administrators, to review the proceedings of the student conduct committee. Any sanctions imposed pursuant to paragraph 1 d-e will be automatically appealed to the student conduct appeals committee.

10. The student conduct appeals committee will render a decision within five (5) business days after receipt of the student’s appeal. The decision of the student conduct appeals committee is final.

**DRUG AND ALCOHOL POLICY**

NAU takes a positive, proactive role in preventing the possession, use or distribution of drugs and alcohol by students and other members of the community. The university has adopted the guidelines of the 1990 Drug Free Schools and Campuses Act. Under this act, NAU has:

1. Established standards of conduct that prohibit unlawful use, possession or distribution of drugs or alcohol;

2. Annually distributed information describing legal sanctions under state and federal law;

3. Annually distributed information regarding health risks associated with the use and abuse of drugs and alcohol;

4. Provided information related to counseling, treatment, and rehabilitation associated with the use and abuse of drugs and/or alcohol on an annual basis;

5. Set disciplinary sanctions that will be imposed on students and employees for violations related to the use and abuse of alcohol and/or drugs;

6. Utilized professional staff to inform and to support institutional and personal educational objectives.

The university’s drug and alcohol policy is distributed to students annually. These sanctions include expulsion of students and termination of employees.

**EMERGENCY MILITARY DEPLOYMENT**

NAU is committed to providing consideration to military students enrolled at any NAU campus or in the online program. When a student, who is also serving our country, is deployed he/she may choose one of the following options to complete the work he/she is enrolled in at the time of deployment.

A student may select one of the 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]. The form must be completed within 30 days of your last date of attendance. If not, the university withdrawal policy as found in the current catalog will be applied.

Before you sign the form, please speak to your NAU financial aid advisor and an NAU military finance coordinator.

Options one and two are available for all students regardless of the status of their financial aid disbursement.

**Option One:**

You may elect to finish your class(es) by accelerating your work and completing it before you leave or by finishing your class via mail, e-mail or learning management system (distance students) to your instructor. Please note: students wishing to complete their work via e-mail or learning management system must have web access at their deployment location.

Grade: You will receive the grade you earned in your class at the end of the current term.

Financial Aid: You will pay for your class(es) this quarter. Military assistance or federal financial aid may be used to pay for the class if all other eligibility requirements are met.

**Option Two:**

If your financial aid has not been disbursed and your deployment is within three weeks of the start of a term, you may request to be “no-showed” from your class(es). Your attendance and enrollment will be deleted from the system.
Grade: The course will not be recorded on your transcript.

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

Options three, four and five are available for students whose federal financial aid quarterly disbursement has been disbursed while you were in attendance, thus, prior to your deployment.

Option Three:
You may elect to take an incomplete in your classes. You will need to notify your instructor who will process the incomplete paperwork. You will have one year from the date your incomplete was granted to finish your 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 until the incomplete grade has been converted to a final grade.

Grade: If you chose this option, an “I” will appear on your transcript until the work is completed or a year has passed. If the work is completed, the instructor will submit a grade change and award you the grade earned on all of your work. If the work is not completed within one year, the instructor will award you a grade based on the work completed up to the time you dropped the class. In many cases, this will be a grade of an “F.”

Financial Aid: You will pay for this class this quarter. Federal financial aid may be used to pay for the class but must be disbursed while you are in attendance and prior to your deployment and all other eligibility requirements are met. You should also check with your education office to make sure you will not be personally billed for this class as some branches of the service will not allow an incomplete to be open for this amount of time.

Option Four:
You may elect to follow the university’s normal withdrawal policy and be administratively dropped from the class.

Grade: You will receive a “W” on your transcript for your classes.

Financial Aid: You will pay for your class(es) this quarter. Federal financial aid may be used to pay for the class but must be disbursed prior to your deployment. If your last date of attendance is within the refund period, any refund will be pro-rated. If you are beyond the refund period, no refund will be given.

Option Five:
You may contact your education officer to request a waiver for this term. The waiver allows you to retake the class at a later date and to receive military assistance for the class a second time. If the waiver is granted you must also request to be dropped from all of your classes.

Grade: You will receive a “W” on your transcript for the current class. When you enroll the second time, the second class will also be on your transcript along with the grade earned that term.

Financial Aid: You will receive a pro-rated refund based on the university’s refund policy from the date you drop the class. You will be required to pay for the class the second time with the waiver allowing you to use military assistance for the class a second time.

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

HARASSMENT & NON-DISCRIMINATORY POLICY
a. Purpose of Policy
1. 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.
2. 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.

b. Scope of Policy
1. 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.

c. 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 or student's 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.
   d. 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: Karen Hoffman, Title IX Coordinator and System Director, Office of Student Concerns, 5301 S. Highway 16, Rapid City, SD 57701, 605-394-4805, khoffman@national.edu.

If at any time an employee feels that he/she has experienced sexual and other forms of harassment, discrimination, or violence, the employee should immediately contact: Michael Morford, Human Resources Generalist-Employee Relations, 5301 S. Highway 16, Rapid City, SD 57701, 605-721-5312, 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.

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

   f. 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 resources or campus executive officer.
      3. A person who files a false or malicious complaint of discrimination or harassment may be the subject of appropriate disciplinary action.

   g. 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 program for preventing unlawful harassment, discrimination, and retaliation located on the human resources page of MyNAU. 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 system director for human resources. Students with questions may contact the campus director or 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.

HEALTH AND ACCIDENT INSURANCE

Individual health and accident insurance policies are available for NAU student’s consideration. The financial impact of illness or an accident on educational opportunity may be reduced by electing this optional coverage. Information regarding this option may be obtained from campus advisors.

LEARNER SUPPORT SERVICES

NAU campuses have a number of programs intended to assist students in gaining the optimum benefit from their academic experience. Tutoring is perhaps one of the oldest and most supportive activities sponsored by the university. Successful students in a particular discipline are hired by the university and tutoring services are made available to the students at each campus.

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

NAU FOUNDATION ACADEMIC EXCELLENCE AWARD

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

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

Scholarship recipients are selected on the basis of the following:
1. Academic achievement at NAU;
2. Participation in institutional activities or community involvement or service while an NAU student;
3. Financial need.

ONLINE LIBRARY AND LEARNING RESOURCE CENTERS

NAU’s learning resource centers (LRCs), including the online library, are dedicated to assisting and supporting students, faculty and staff at all campuses. 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. Most campuses have hard copy resources including books, journals, magazines, newspapers and other publications that support the academic programs. All campuses have access to the NAU online library. The online library includes the NAU catalog, e-books, tutorials, and myriad electronic searchable databases including those provided by: ProQuest, EBSCO, Credo, LearningExpress, Ebrary, Mosby’s, OVID, LexisNexis, NBClearn, and WorldCat. Any resources not available locally can be ordered through interlibrary loan. Ask-a-librarian email reference service is available 7-days per week to support students library needs.

ORIENTATION

The university conducts a variety of orientation activities and programs prior to student entrance into the university and classes; students thereby become acquainted with faculty, staff and curriculum. It is important that the student’s and the university's goals and philosophies match. Orientation programs are both formal and informal. It may be desirable in many instances to include family members or friends in visitation, tours and general orientation activities. Students and family members routinely visit the campus as part of the orientation and enrollment process.
University publications, including this catalog and the student handbook, play a role in orienting students to NAU. College and Career Success I and II, university courses which are required of all entering students, extends orientation and student development into the classroom and beyond.

**PART-TIME EMPLOYMENT**

The director of student success office will assist students who want part-time employment, on or off campus, while attending the university. The director of student success and career services directors work regularly with area business firms to help secure jobs for NAU students seeking part-time positions.

**RECOGNITION AND SCHOLARSHIPS**

NAU recognizes students for their academic achievements, leadership abilities, and community service. Information on scholarship programs can be obtained by contacting the financial aid office at the campus of interest.

In addition to various quarterly honors, the university participates in the national program Who's Who Among Students in American Universities and Colleges. Outstanding upper division students in bachelor’s programs are selected and recognized yearly at each location. Academic excellence, leadership and service are factors used to select qualified candidates for Who’s Who.

**RIGHT TO PRIVACY - FERPA**

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

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

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

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

In addition, FERPA affords students certain rights with respect to their education records. These rights include the following:

1. **The right to inspect and review their education records within 45 days of the day the university receives a request for access;**

2. **The right to request an amendment of their education records that they believe are inaccurate or misleading;**

3. **The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent (One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or support staff position.);**

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.**

**TITLE IX: SEX DISCRIMINATION AND SEXUAL MISCONDUCT**

**Sexual Assault Reporting**

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

**Sexual Harassment and Discrimination Reporting**

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

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

NAU is committed to promptly addressing student concerns, including matters related to academic integrity, satisfactory academic progress, grades, conduct, privacy, harassment, drugs and alcohol use, and other areas of concern. Students are encouraged to interact productively with the university through established policies and procedures.

1. **University Official.** If a student has a concern or complaint, the student should first seek resolution by communicating with his/her campus academic dean, executive officer, or executive vice president listed in the Campus Administration section of this catalog.

2. **Student Concerns.** In the event a student is unable to resolve a concern after communicating with a local university official, the student is encouraged to contact the Associate Provost, Dr. Michael Bell. The associate provost for twill communicate with the student and address the student’s concern in an impartial manner. The associate provost does not possess the authority to render final decisions but will seek to resolve concerns by facilitating communication among the appropriate persons and departments.

   Dr. Michael Bell
   Associate Provost and System Vice President for Campus Academic Operations

   National American University
   5301 S. Highway 16, Rapid City, SD 57701
   Telephone: (913) 302-8863 | Fax: (605) 721-5241
   mcbell@national.edu

3. **State Agency.** In the event a student feels that the university has not adequately addressed the student’s concerns, 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/
   Telephone: (334) 242-1998
   Fax: (334) 242-0268

   **Alaska**
   Alaska Commission on Postsecondary Education
   Mailing Address:
   P.O. Box 110505
   Juneau, AK 99811-0510
   Website: acpe.alaska.gov
   Telephone: (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/
   Telephone: (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
   Telephone: (501) 371-2000
   Email: ADHE_Info@adhe.edu

   **California**
   Bureau of Private Postsecondary Education
   Mailing Address:
   P.O. Box 980818
   West Sacramento, CA 95798-0818
   Physical Address:
   2535 Capitol Oaks Drive, Suite 400
   Sacramento, CA 95833
   Website: www.bppe.ca.gov/
   Telephone: toll free: (888) 370-7589; (916) 431-6959
   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
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.org
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
Mailing Address:
P.O. Box 83720
Boise, ID 83720-0037
Physical Address:
650 West State Street, 3rd Floor
Boise, ID 83702
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) 296-3421

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
Mailing Address:
P.O. Box 3677
Baton Rouge, LA 70821-3677
Physical Address:
1201 N. Third Street, Suite 6-200
Baton Rouge, LA 70802
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.main.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: Toll Free (888) 743-0823 or (410) 528-8662

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

**Minnesota**
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
Website: www.ohe.state.mn.us/
Phone: Toll Free (800) 657-3866 or (651) 642-0567
Fax: (651) 642-0675

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

**Missouri**
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
Website: www.dhe.mo.gov/
Phone: toll free: (800) 473-6757; (573) 751-2361
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
Physical Address:
140 N. 8th Street, Suite 300
Lincoln, NE 68508
Mailing Address:
P.O. Box 95005
Lincoln, NE 68509-5005
Website: www.ccpe.state.ne.us
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
Santa Fe Office:
2048 Galisteo Street
Santa Fe, NM 87505-2100
Albuquerque Office:
5201 Golden Thread Dr. NE
Albuquerque, NM 87113
Website: www.hed.state.nm.us/
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

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
Telephone: (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) 641-1700
Fax: (787) 641-2573

Rhode Island
Rhode Island Board of Governors for Higher Education
Shepard Building, 80 Washington Street
Providence, RI 02903
Website: www.ribhe.org
Phone: (401) 456-6000
Fax: (401) 456-6028

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.state.tn.us/thecc/ 
Phone: (615) 741-3605
Fax: (615) 532-8845

Texas
Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, TX 78752
P.O. Box 12788
Austin, TX  78711-2788
Website: www.thecb.state.tx.us/studentcomplaints
Phone: (512) 427-6101
THECB Student Complaints
Email: StudentComplaints@thecb.state.tx.us

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

Washington DC
Washington DC - Education Licensure Commission
810 1st Street NE, 9th Floor
Washington, DC 20002
Website: osse.dc.gov/
Phone: (202) 727-6436
Email: osse@dc.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**
National American University is accredited by the Higher Learning Commission whose contact information is listed below:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
(800) 621-7440

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

**STUDENT CONCERNS - MISSOURI STUDENTS**
The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf. This web site 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.

**STUDENT CONCERNS - TENNESSEE STUDENTS**
Those Tennessee students enrolled in the distance learning program with student concerns may contact the distance learning campus director of student success at (800) 548-0602. Those who have been unable to resolve their concerns through the university’s normal channels may also contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830, telephone: (615) 741-5293.

**VIOLENCE AND WEAPONS POLICY**
The 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 the campus executive officer or other 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 the campus executive officer or other 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 AND REFUND POLICY

TUITION

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

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

Debts that are not paid in full within 30 days after a student's last date of attendance will be subject to late charges of up to 18 percent per year (1.5 percent per month) on the unpaid balance. They are also subject to the statutory provisions for default in the state where the student attended inclusive of reasonable collection costs and attorney fees. The university also reserves the right to report all unpaid balances to the credit bureau.

FEES

Student Accident and Sickness Insurance Plan (optional) (Inquire for available options.)
Matriculation Fee (paid once) - $75
Portfolio Fee (per credit hour) - $50
Technology Fee (All NAU students excluding Ellsworth) - $20 per credit hour

A list of specialty course and/or program fees is available to all students and prospective students in the student account office.

Students enrolled in specific programs are required to purchase program wearable items, accessories, or uniforms, or receive immunizations for program participation. A $100 program allowance is available per academic year to assist with these costs.

REFUND POLICY: ON-CAMPUS AND ONLINE STUDENTS

Definition of a Student
The definition of "student" as used in this catalog means the student, if the student is a party to the contract, or the student's parent, guardian, or other person if the parent, guardian or other person is a party to the contract on behalf of the student.

Add/Drop Period - Undergraduate
A student may add or drop any course during the first scheduled week of a standard term of enrollment with no penalty. A student who drops individual courses during this week will receive a full refund for the credit hours dropped. No refunds will be made for individual courses attended and then dropped following this period. The add/drop dates for standard and interim terms are posted in the Academic Calendar.

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

Withdrawals/Refunds

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

Students 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 for which the student is registered, from the first scheduled day of attendance through the last scheduled day of classes for this student.

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

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

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

Students who completely withdraw from 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:

<table>
<thead>
<tr>
<th>Last Day of Attendance</th>
<th>Percent of</th>
</tr>
</thead>
</table>


Tuition, Fees and Refund Policy

Withdrawal prior to the first day of classes
Last day of attendance during the first week of classes
Beyond first week but during first 60% of scheduled classes
Beyond 60% of scheduled classes

Reduction
100%
100%
daily proration*
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.

Additional information for Indiana students
If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the new United States Department of Education (USDOE) Title IV refund policy enacted by the 1992 Amendments to the Higher Education Act, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of the commission, that its refund policy is, indeed, more favorable to the student than that of the commission's. Postsecondary proprietary educational institutions accredited by a nationally recognized accrediting agency must uniformly apply the commission's tuition refund policy or the refund policy of their recognized accrediting agency, as previously approved by the commission to all first-time students enrolled. Postsecondary proprietary educational institutions using a refund policy other than that of the commission's must list the complete policy and its origination in the institutional catalog and the enrollment agreement. (Indiana Commission on Proprietary Education; 570 IAC 1-8-4.5; filed Jan 17, 1995, 1:00 p.m.: 18 IR 1476; readopted and extended filed Jan 9, 2002, 10:58 a.m.: 25 IR 1731; readopted filed Sept 11, 2008, 9:53 a.m.: 20080924-IR-570080518RFA)

Additional information for Iowa students
The university shall make a pro rata refund of no less than ninety percent of the tuition for a terminating student to the appropriate agency based on the ratio of completed number of scheduled school days of the school term or course. If a terminating student has completed sixty percent or more of a school term or course that is more than four months in length, the university is not required to refund tuition for the student. If, at any time, a student terminates a school term or course due to the student’s physical incapacity or due to the transfer of the student’s spouse’s employment to another city, the terminating student shall receive a refund of tuition in an amount which equals the amount of tuition multiplied by the ratio of the remaining number of school days to the total school days of the school term or course. A refund of ninety percent of the tuition for a terminating student shall be paid to the appropriate agency based upon the ratio of completed number of school days to the total school days of the school term or course. (Iowa Code Section 714.23)

Additional information for Oregon students
Students residing in Oregon are eligible for refunds pursuant to university policy, with the exception that refunds will be granted on a course-by-course basis. (OAR 583-030-0035(18)(c))

ADMINISTRATIVE FEE
A $75 administrative fee will be assessed against each prorated refund.
Percent to be refunded = 100% minus percent of term completed.
NAU recognizes that many students would be unable to pursue their educational goals without financial assistance. NAU provides financial aid in the form of grants, scholarships, work study, 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 2015-2016 academic year range from $581 to $5775.

**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 WORK STUDY PROGRAM**
The Federal Work Study Program (FWS) provides jobs for undergraduate and graduate students with a financial need, to assist them with their educational expenses. Students may work up to 20 hours per week while the university is in session.

The National American University Financial Services Office — or on the Rapid City campus the Career Services Office — assists students with obtaining either on-campus or community service FWS positions. Funds are limited; therefore, early application is important.

**FEDERAL DIRECT 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 STAFFORD LOANS**
Direct Stafford 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 Stafford Loan.

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

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

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>Dependent Limits</th>
<th>Independent Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sub</td>
<td>Unsub</td>
</tr>
<tr>
<td>1st year</td>
<td>$3,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>2nd year</td>
<td>$4,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>3rd and up</td>
<td>$5,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Master’s and Doctoral</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregate Undergraduate (Subsidized Loan Included)</td>
<td>$31,000 (no more than $23,000 may be Subsidized)</td>
<td>$57,500 (no more than $23,000 may be Subsidized)</td>
</tr>
<tr>
<td>Aggregate Master’s and Doctoral (Subsidized and Undergraduate Loan Included)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**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**
We understand affordability is an important factor in considering your education goals. That’s why we encourage
you to research the multitude of scholarships available, including those offered by NAU.

Scholarship Searches take time, but they are worth it! Scholarships are free money for school.


Scholarship search sites we recommend:

- Fastweb - http://www.fastweb.com/
- Scholarship Experts - https://www.unigo.com/scholarships/#/fromscholarshipexperts

Nursing scholarship site:

- Nurse Corps - www.hrsa.gov/loanscholarships/scholarships/nursing/

In the reference section of the university library and in the financial services office, further information is available concerning outside scholarships and how to apply for them.

Veterans Administration (VA)
Veterans and/or dependents of veterans who are disabled or deceased may qualify for educational financial assistance through the Veterans Administration. Since the regulations regarding eligibility are quite extensive and many times need interpretation, the student is referred to the Veterans Administration Center. State Veterans Administration Office locations may be found at www.va.gov/statedva.htm. Or you may call 1-888-442-4551 or contact your local Veterans Service Organization.

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

ACADEMIC INTEGRITY

The NAU mission and purposes describe the university’s commitment to assist students in further development of ethical values and behavior. A significant aspect of one of the purposes relates to academic integrity and the encouragement of honesty and ethical behavior on the part of students and graduates. Academic dishonesty includes, but is not limited to, plagiarizing and/or cheating on assignments, tests or projects; or assisting someone else in these actions.

Students
Students are encouraged to model behaviors that reflect honesty and integrity, and, therefore, may not engage in or tolerate cheating, plagiarism or other forms of academic dishonesty and/or related misconduct. Students should work in collaboration with each other to accomplish educational objectives; however, they are also responsible for their own understanding of the academic content and for their own work.

Students who are unclear about the academic dishonesty examples listed below should seek clarification from a faculty member or staff members with appropriate expertise.

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

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

**Plagiarism:**
- Using the ideas, data, or language of another without specific and proper 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 given at the discretion of the academic dean and/or provost and are determined based on the severity of the violation and any prior history of academic dishonesty. Penalties include the following:

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

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

**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 program goals and student learning outcomes for each undergraduate and graduate academic program, consistent with the university mission and purposes and core values, program accreditation standards, and good practices in higher learning and in the profession. These learning outcomes are combined with faculty-developed criteria to serve as the basis for assessing the quality of teaching and learning, as well as related support services, provided within and across academic programs and campuses.
- Student learning outcomes for all academic programs are measured in a systematic and continuous manner, using multiple direct and indirect assessment methodologies to document achievement of outcomes, as well as learning over time. While most assessment methods will be objective and quantitative, others may be subjective and qualitative. There is no single best method for measuring and assessing student academic achievement and the complexities of higher learning. Use of multiple quantitative and qualitative methods is encouraged to allow for triangulation of the data and improve the validity and reliability of the conclusions drawn from assessment reports.

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

- Faculty peer groups with representatives from the university's colleges, regions, and campuses analyze the collected data to determine whether learning outcomes have been achieved or opportunities for improvement are present. Recommended actions for improvement are implemented, and learning outcomes continue to be assessed until improvement can be documented.
- Relevant findings from the assessment of student learning are included in the university’s budget and strategic and operational plans to promote quality academic programs and support services and encourage excellent teaching and effective learning. Findings and actions resulting from the assessment of student learning are also linked to scheduled academic program reviews and the university’s institutional effectiveness efforts, where appropriate.

Consistent with this philosophy, every student at 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. Our goal is to prepare students to be conscientious and productive employees.

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

**ATTENDANCE POLICY**

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

Attendance is taken each week in all classes. Students enrolled in online courses are counted as present if they actively participate weekly within the course in the university's learning management system. For more information regarding online requirements, please refer to the Distance Learning section of the academic catalog.

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

**AUDITING**

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

The following students are eligible to request auditing privileges:

1. Students who are already carrying at least eight hours of credit may audit one or more on campus or online courses, on a space-available basis, at no additional cost.
2. Graduates of NAU may audit, on a space-available basis, a course they have previously taken and passed at NAU at no additional cost.

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

**BLOCK TRANSFER POLICY**

NAU’s block transfer policy (General Education Equivalency) applies to all bachelor’s degree programs with the exception of the following: Nursing and the Management program offered in Kansas. All transfer course work must be college level (1000-level or above).

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

Students who have earned a bachelor’s or associate degree, regardless of the type, with the equivalent of at least 50 quarter credit hours of general education courses, meet the requirements for 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 or the academic dean 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 on page 47."

COMMENCEMENT
Formal commencement exercises are conducted annually following the spring quarter. Students graduating from the online campus are recognized through a virtual commencement; additionally, they are also encouraged to attend commencement exercises at any one of the university’s campus locations.

CORPORATE TRAINING
NAU provides specialized short-term training customized to fit specific business and development needs. Contact the corporate and custom training group to craft a specialized solution that is an exact fit to your requirements. With extensive academic and training experience, NAU can draw from past and existing content using non-credit and for-credit materials or can also convert your existing materials to an online format. In addition to classes, NAU can provide all of the required technology infrastructure to deliver, track and support your training program.

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:

<table>
<thead>
<tr>
<th>Credit Min. Cumulative Signature(s)</th>
<th>Hours GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-22.5</td>
<td>2.0</td>
</tr>
<tr>
<td>23-27</td>
<td>3.0</td>
</tr>
<tr>
<td>Advisor</td>
<td>Advisor</td>
</tr>
<tr>
<td>Academic Dean</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Associate Provost/System VP for Curriculum and Assessment</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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.

<table>
<thead>
<tr>
<th>Lecture/Seminar hours required per credit – quarter system</th>
<th>Credits awarded</th>
<th>Minimum contact time per week for 10 weeks</th>
<th>Total minimum instructional time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50 contact minutes</td>
<td>500 contact minutes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>100 contact minutes</td>
<td>1000 contact minutes</td>
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<tr>
<td>2.5</td>
<td>125 contact minutes</td>
<td>1250 contact minutes</td>
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<tr>
<td>3</td>
<td>150 contact minutes</td>
<td>1500 contact minutes</td>
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<tr>
<td>4</td>
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<tr>
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<td>2250 contact minutes</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Lecture/Seminar hours required per credit – trimester system</th>
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<tbody>
<tr>
<td>Credits awarded</td>
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<tr>
<td>-----------------</td>
</tr>
<tr>
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</table>

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)

<table>
<thead>
<tr>
<th>Laboratory hours required per credit – quarter system</th>
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<tbody>
<tr>
<td>Credits awarded</td>
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<tr>
<td>-----------------</td>
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<tr>
<td>1</td>
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<td>1.5</td>
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<td>2</td>
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<td>3</td>
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</tbody>
</table>

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 USE OF CREDIT
National American University encourages high-performing high school students to extend their education through the completion of college-level courses while still enrolled in high school. In addition, with their high school district’s approval, these courses may also be applied to high school graduation requirements. High school students wishing to take college-level courses at NAU must meet the following requirements:

1. Satisfy the university’s requirements for enrollment into EN1150 Composition I and MA2050 College Algebra or have a minimum ACT score of 20 in English and math or a minimum SAT score of 500 in verbal and math;
2. Have a minimum 3.0 GPA on a 4.0 scale in all high school course work;
3. Complete the university’s dual credit application with the appropriate parental and high school administrator’s signatures;
4. Be a high school junior or senior. High school freshmen and sophomores with ACT or SAT scores in the 90th percentile or above may also be eligible for dual credit courses.

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

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.

EXTERNSHIPS AND INTERNSHIPS
The purpose of the externship and internship program at NAU is to provide students an opportunity to apply skills gained in the academic program to a work situation. Students in an externship or internship will be assigned to a university-approved organization engaged in activities related to the student’s academic program and career objectives. The student must have an externship or internship site approved by the appropriate university coordinator no later than the beginning of the quarter in which the externship or internship will be performed. The student will perform duties and services as assigned by the employer and the university coordinator.

FALSIFICATION OF EDUCATIONAL RECORDS
Falsifying, altering, or misrepresenting a transcript, grade report, diploma, or any other material relevant to admission, enrollment or academic performance shall be considered an overt act of academic dishonesty. This action shall result in denial of admission or enrollment into 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 academic dean will review the student’s request for entering the Fresh Start Program and his/her current academic goals before granting the student provisional admission into the Fresh Start Policy. The student will be considered on probation status until he/she has completed 12 new quarter hours. The eligible student will be granted Fresh Start Policy officially only after completion of 12 new quarter hours with a GPA of 2.0 or higher. Once accepted, the student cannot petition for any other transcript modification (such as a change of program with grade deletion).

GRADE 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 president and faculty after a student has completed all academic requirements for such degree or diploma.

Bachelor of Science Degree Graduation Requirements
The requirements for obtaining a Bachelor of Science degree are detailed below:
1. CAPSTONE courses must be completed with a minimum "C" grade.
2. A minimum 2.0 grade point average is required overall in the MAJOR CORE and in the EMPHASIS CORE. For nursing minimum grade point average requirements, please refer to the school of nursing student handbook.
3. Each professional course in the paralegal studies, and healthcare management 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. The minimum number of courses or credits required for the MAJOR and EMPHASIS CORES are listed on the program status sheets, which are included in the Academic Programs section of this catalog. 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.

Associate of Applied Science/Associate of Science Degree Graduation Requirements
The requirements for obtaining an Associate of Applied Science or an Associate of Science degree are as follows:
1. Capstone courses must be completed with a minimum "C" grade.

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2. A minimum 2.0 grade point average (GPA) is required overall and in the MAJOR CORE, except in the invasive cardiovascular technology and occupational therapy assistant programs where a 2.5 grade point average (GPA) is required overall and in the MAJOR CORE.

3. Each professional course in the clinical laboratory technician, criminal justice, health information technology, invasive cardiovascular technology, medical assisting, medical administrative assistant, medical staff services management, occupational therapy assistant, paralegal studies, pharmacy technician, therapeutic massage, and veterinary technology programs must be completed with a minimum "C" grade. In addition, each general education course in the occupational therapy assistant program 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. The minimum number of courses or credits required for the MAJOR and EMPHASIS CORES are listed on the program status sheets, which are included in the Academic Programs section of this catalog. 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 diploma programs, a minimum of 48-quarter hours of credit is required; however, specific program requirements may vary.

Diploma Program Graduation Requirements

The requirements for obtaining a diploma are as follows:
1. A minimum 2.0 grade point average is required overall and in the MAJOR CORE.
2. Each professional course in the healthcare coding and therapeutic massage diploma program must be completed with a "C" grade. For nursing minimum grade point average requirements, please refer to the school of nursing student handbook.
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. The minimum number of courses or credits required for the MAJOR and EMPHASIS CORES are listed on the program status sheets, which are included in the Academic Programs section of this catalog.
   b. 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.

INCOMPLETE POLICY - UNDERGRADUATE

A student may request an incomplete grade ("I") if the student did not complete all requirements of the course at the time grade reports are submitted. The student must also demonstrate that extenuating circumstances prevent 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 must be provided to verify qualifying extenuating circumstances.

Incomplete grades and arrangements for the completion of course work must be approved prior to the end of the course. If granted an incomplete grade, the student will be allowed a four-week extension from the end of the course to complete missing coursework. In circumstances that involve complications with pregnancy, military deployment, or natural disasters, students may request up to a year from the end of the course to complete their coursework (see Title IX policy and Emergency Military Deployment and Natural Disaster Academic Accommodation policies for more information). The 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 academic dean to determine if he/she qualifies for an independent study.

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

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

INTERNET POLICY
Open access through computers, networks, and the Internet is a privilege. NAU’s goal in providing this service to our 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.

**PRIOR LEARNING CREDIT**

A student may obtain up to 50 percent of the required credit hours toward graduation from prior learning credit including:

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 academic dean 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 extramural 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 applied management degree.

3. Students interested in earning credit through the certificate evaluation process should contact the academic dean for more information.

**Military Training Credit**

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

**National Testing**

Students enrolled at NAU may receive credit for specific courses by satisfactorily completing appropriate College-Level Examination Program (CLEP) or Defense Activity for Nontraditional Education Supports (DANTES) examinations. Exam scores must meet or exceed 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 the academic deans at these campuses for further information about testing procedures and fees.

Credit for standardized tests will not be awarded if the student has received prior credit for the same course or an equivalent course.

Each college and university reserves the right to accept transfer credits on a course-by-course basis and will determine the number of hours to be accepted from transfer students. Results from standardized examinations may not be accepted in transfer by other institutions.

**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.

**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 campus academic standards committee and his or her re-enrollment is conditioned upon a successful appeal with the committee.

**REPEATING COURSES - UNDERGRADUATE**

A student may be eligible to receive financial aid for a repeated course if the student previously withdrew from the course or received a failing grade. A student may also be eligible to receive financial aid one time to repeat a course in which the student previously received a passing grade. However, a student generally may not receive financial aid to repeat a course for which the student previously earned an "A."

When a course is repeated, the higher grade is used to calculate the student’s term and cumulative grade point averages, although the lower grade will remain on the transcript. For policies affecting nursing courses, please refer to the school of nursing student handbook.

**RESERVE OFFICER TRAINING (ROTC)**

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

**RESOLUTION OF TRANSFER DISPUTES - TEXAS**

The following procedures shall be followed by NAU in resolution of credit transfer disputes involving lower-division courses:

1. If NAU does not accept course credit earned by a student at another institution of higher education, it will give written notice to the student and to the sending institution that transfer of the course credit was denied, and will include in that notice the reasons for denying the credit. Attached to the written notice will be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the commissioner.

2. A student who received notice as specified in paragraph (1) above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. At NAU, the designated official is the dean of academics.

3. The two institutions and the student will attempt to resolve the transfer of the course credit in accordance with board rules and guidelines.

4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the commissioner in writing of the request for transfer dispute resolution, and NAU will notify the commissioner in writing of its denial and the reasons for the denial.

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

The Texas Coordinating Board will collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the commissioner or the commissioner’s designee.

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

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

**SERVICE MEMBERS OPPORTUNITY COLLEGES**

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

For questions, email militaryinfo@national.edu.

**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 dean of the graduate school or 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.

TRANSFER OF CREDIT
Transfer credit will not be granted for designated capstone courses in the university's academic programs. For students residing outside the state of Oregon, credits earned at accredited business or technical schools, colleges, or universities may be transferred to NAU based on comparability of subject matter, applicability of the credit earned to the student's program, and if the student earned a final grade of "C" or better. For students residing within the state of Oregon, credits earned at regionally accredited schools or from nationally accredited schools approved to offer programs in Oregon may be transferred to NAU based on comparability of subject matter, applicability of the credit earned to the student's program, and if the student earned a final grade of "C" or better. Credit transfer may be restricted to that which has been completed within a recent time period. Students wishing to transfer credits must see that an official transcript of those credits is sent to the registrar. Transfer credits are also subject to the university's residency requirements.

A student who is enrolled at another university may also enroll for course work at 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 foundation 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. You should obtain confirmation that NAU will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at 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. Your credits may not transfer, and you may have to repeat courses previously taken at NAU if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of NAU and of any other educational institutions you may in the future want to transfer the credits earned at NAU before you execute an enrollment contract or agreement.

TRANSCRIPTS OF RECORDS
An official transcript is a certified copy of a student’s permanent record that shows the academic status of the student at the time of issuance. The registrar in Rapid City will release transcripts upon formal written request by the student. Requests must include the student's full name, as recorded while attending NAU; Social Security Number or Student ID number; date of birth; campus last attended; current address, telephone number and e-mail address; number of copies desired; last term of attendance (if known); to whom and where the transcripts are to be sent; and the student’s original signature. Transcripts may be withheld because of indebtedness to the university.

1. One copy of an official transcript will be issued to a graduate free of charge.
2. A $10 charge will be assessed for all subsequent official transcripts. A $15 charge will be assessed for same-day processing of any transcript.
3. No charge will be made for official transcripts issued directly to the following agencies:
   a. Scholarship agencies (i.e. embassies, BIA)
   b. Company/military tuition assistance
   c. Exam agencies (i.e. CPA, ABA)
   d. Prospective employers
4. There is no charge for an unofficial transcript (computer listing of courses and grades) released to current students.

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.credentialsonline.com

1-800-646-1858 or 1-847-446-1027 from 0700 hrs to 1900 hrs (CST)

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

Army

The Army/Joint Service Transcript (JST) transcript is available to Soldiers and Veterans of the Army, Army National Guard, and US Army Reserve, who have not already completed their undergraduate degree, and Basic Active Service Date (BASD) is after October 1, 1981. An JST transcript may be obtained as follows:

1. JST is only available in electronic format via the following website:
   http://jst.army.mil
   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.

Navy and Marines

Sailor and Marine ACE Registry Transcript (SMART) is available to individuals who are serving or have served in the Navy or Marine Corps after 1976. However, data older than 1994 may be missing or incomplete. The older the data, the greater the chance something could be missing. Transcripts may be obtained as follows:

1. Request online at https://smart.navy.mil/smart/welcome.do
   Follow the instructions listed at https://smart.navy.mil/official.html

2. Print, complete, and sign the transcript request form found at the link below:
   a. Mail the completed form to:
      Commanding Officer
      Center for Personal and Professional Development
      ATTN: Virtual Education Center
      1905 Regulus Avenue, Suite 234
      Virginia Beach, VA 23461-2009

   b. Fax the completed form to:
      Fax: 757-492-5095
      DSN Fax: 492-5095

For questions regarding SMART, contact the Virtual Education Center at:
Phone: 1-877-838-1659
DSN Phone: 492-4684
E-Mail: vec@navy.mil

U.S. Coast Guard

US Coast Guard transcripts are available to active duty members, reservists, civilian employees, spouses, and retired/separated personnel. Students must complete a request for assessment, using form CGI-1561, Application for Voluntary Education Services prior to requesting an official transcript. Transcripts may be obtained as follows:

1. Complete the transcript request form found at the link below:
   http://www.uscg.mil/hq/cgi/forms/CG_Form_1561.pdf
   a. Active Duty Members/Reservists/Civilian Employees
   send the completed request to your ESO.

   b. Active Duty Members/Reservists/Civilian Employees
      and Retired/Separated and Spouses:
      1. Email the completed form to:
         CGI-PF-ed_transcripts@uscg.mil
      1. Fax the completed form to:
         405-954-7249
      2. Mail the completed form to:
         Commanding Officer (RO)
         USCG Institute
         5900 SW 64th St., Room 228
         Oklahoma City, OK 73169-6991

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. 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 dual credit to be used toward an NAU master’s program:

- 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 seven years of dual credit course completion.
• 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 graduate advisor at (877) 398-0118 or email graduniversityservices@national.edu.

VETERANS UPWARD BOUND (RAPID CITY CAMPUS)
The purpose of the Veterans Upward Bound program is to provide educational assistance to qualified veterans for the improvement of their educational skills prior to attending a college, university, vocational school or technical school. The program is free to qualifying veterans with all supplies, instructional materials, and academic services provided at no cost. Classes are available each quarter in writing, math and basic computer.

Eligibility requirements are as follows:
1. Provide a copy of the DD Form 214 and the most recent 1040 tax return. (Not required if the veteran did not file taxes.)
2. Must be discharged after January 31, 1955 and have served 181 days of active duty in the U.S. military or be service connected disabled.
3. Discharged other than dishonorable.

Services available include:
1. Academic preparatory/refresher courses in Basic Computer, Math and Writing
2. Tutoring in Basic Computers, Math and Writing
3. Career exploration
4. Preparation for college entrance exams
5. Academic advising and assistance and instruction in study skills
6. Assistance with completion of admissions, financial aid and scholarship applications, and transcript requests
7. Referral to the Veterans Administration, veterans support agencies, and community resources

Western Nebraska Community College, Scottsbluff, Neb. is affiliated with NAU, Rapid City, S.Dak., to bring the Veterans Upward Bound program to western South Dakota. Veterans Upward Bound is funded under Title IV of the Higher Education Act of 1965 with Western Nebraska Community College being the recipient of the grant.

For additional information about this program at the Rapid City campus, contact the Veterans Upward Bound representative at (605) 394-5002, toll-free at (888) 559-9622.

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY - UNDERGRADUATE

To maintain satisfactory academic progress and qualify for Title IV federal financial aid, 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 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 Table 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.
- Satisfactory (S), Unsatisfactory (U), Withdrawal (W), and Withdrawal-Fail (WF) 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 66.67 percent of all credit hours attempted, including those attempted 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.
- The grades of A, B, C, D, and S indicate successful course completion for purposes of this policy. The grades of F, W, WF, and U indicate a lack of successful course completion.

Maximum Timeframe

- 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 bachelor’s degree requiring 186 credit hours may attempt 279 credit hours to complete that degree. \(186 \times 1.5 = 279\)
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating maximum time frame.

SATISFACTORY ACADEMIC PROGRESS STATUS

The satisfactory academic progress of each student is evaluated for the purpose of determining federal financial aid eligibility. SAP is evaluated by the Satisfactory Academic Progress Committee at each campus once per quarter. 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 – A student is in good standing status if the student has: (1) successfully completed a minimum of 66.67 percent of the credit hours attempted; (2) maintained at least the minimum CGPA; and (3) not exceeded the maximum time frame.

Warning – A student will be placed in warning status if the student’s CGPA falls below the minimum or the student fails to successfully complete at least 66.67 percent of the credit hours attempted. A student in warning status will be given one quarter to return to good standing status. A student who does not return to good standing status within such time period will be placed in suspension status. Federal financial aid is available to eligible students in warning status.

Suspension – A student in warning status who does not return to good standing status after one quarter, or who exceeds the maximum time frame, will be placed in suspension status. A student in suspension status is not eligible to receive federal financial aid, but may continue to attend classes if the student makes other payment arrangements. This status continues during periods of non-enrollment. A student may re-establish eligibility for federal financial aid as set forth in the following section entitled Re-Establishing Federal Financial Aid Eligibility.

Probation – A student in probation status has been granted such status by the SAP Committee in accordance with the following section entitled Re-Establishing Federal Financial Aid Eligibility. Federal financial aid is available to eligible students in probation status for one quarter, or longer, if the student meets the terms of an academic plan approved by the SAP Committee. If the student fails to return to good standing within one quarter or fails to meet the conditions of the academic plan, he/she will be returned to suspension status and will no longer be eligible for federal financial aid.

Students who have been placed in or removed from warning, suspension, or probation status, or who have exceeded the maximum time frame, will receive notification letters stating their academic and financial aid status.

Re-Establishing Federal Financial Aid Eligibility

A student in suspension status may re-establish eligibility for federal financial aid if:
• The student continues to attend classes and improves his/her CGPA and/or completion rate to minimum standards without federal financial aid, or
• The student appeals the suspension and demonstrates that extenuating circumstances caused the student to be unable to make satisfactory academic progress, such as the death of a relative, serious injury or illness of the student, or other special circumstances. The student must also explain what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.
• The student must submit an Appeal of Academic Suspension Form no later than the last day of add/drop week of the quarter for which the student wishes to enroll.
• The appeal form must be submitted to the academic dean of the campus at which the student intends to enroll, regardless of whether the student has previously attended another NAU campus.
• A student may appeal no more than three times. A student who has exceeded maximum time frame cannot re-establish eligibility for federal financial aid.

SATISFACTORY ACADEMIC PROGRESS

TABLES - UNDERGRADUATE

Bachelor and Associate Degree Programs

<table>
<thead>
<tr>
<th>Credits attempted and completed</th>
<th>Minimum CGPA</th>
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</thead>
<tbody>
<tr>
<td>0-18.5</td>
<td>1.5</td>
</tr>
<tr>
<td>19-49.5</td>
<td>1.7</td>
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<tr>
<td>50-79.5</td>
<td>1.9</td>
</tr>
<tr>
<td>80+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Diploma Programs

<table>
<thead>
<tr>
<th>Credits attempted and completed</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-18.5</td>
<td>1.5</td>
</tr>
<tr>
<td>19-45.5</td>
<td>1.7</td>
</tr>
<tr>
<td>46-71.5</td>
<td>1.9</td>
</tr>
<tr>
<td>72+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Students taking preparatory courses for admission to a graduate program must maintain a 2.0 CGPA.
NATIONAL AMERICAN UNIVERSITY DISTANCE LEARNING PROGRAM

National American University’s Distance Learning program is excited to offer students the opportunity to participate in online courses using one of the most advanced learning delivery systems available. The university’s online courses give students the opportunity to experience an enhanced learning environment, which transcends the traditional limitations of time and location. Students have access to "learning on demand" literally 24 hours a day from anywhere that has access to the Internet, locally, regionally, or globally. In selected classes, students will also be able to access live lectures over the Internet using an advanced, real-time learning system.

Online students can expect to receive the same high-quality educational experience students have come to expect from NAU. As with NAU’s traditional on-site courses, instructors are experienced professionals with both appropriate academic credentials and professional real-life experience. In addition to quality academic programs, students also have access to outstanding technical and student services support. The combination of cutting-edge technology and solid online instruction gives students the opportunity to achieve more in their academic program and career.

ADMISSIONS

It is recommended that applicants visit the NAU website at www.national.edu/online. Students may request additional information at that site or contact the admissions department at 1-800-209-0182 or via e-mail at info@national.edu.

Instructions for Applying for Admission

The regular admission procedure requires that students apply for admission online. The application can be found at www.national.edu/online.

International Admission

NAU encourages diversity within its student body and international students from many countries study through the Best of Both Worlds – IDPTM program at international affiliate campuses and study online.

Admissions

International student applicants who wish to study in the NAU undergraduate program through an affiliate college or university outside the United States or who wish to pursue their undergraduate studies entirely online must satisfy the following criteria for admission:


2. All applicants for admission must provide evidence of secondary and/or post-secondary education completion through one of the following requirements:
   a. Provide an official academic transcript or marks sheets from previous secondary education institutions attended. Diplomas or certificates of government examinations must show the subjects passed and grades/marks received. All records should be submitted in the original language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript. To view secondary education equivalencies for country-specific information, visit www.national.edu/sites/default/files/files/International%20High%20School%20Equivalencies.pdf.
   b. Provide an official transcript that indicates completion of a post-secondary program of at least two years in length with a minimum cumulative grade point average of 2.0/4.0 or the equivalent from (i) an international higher education institution that is approved by the country’s national ministry of education or appropriate approval body (ii) an accredited U.S. higher education institution. Transcripts should show marks and credits earned for all post-secondary work. All records should be submitted in the native language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.
   c. Provide an original General Educational Development (GED) examination report demonstrating passing marks for the overall examination.

3. All applicants for admission must affirm their completion of secondary-level education in the online admissions application. All applicants must subsequently provide evidence of secondary and/or post-secondary education through satisfaction of one of the following requirements:
   a. Provide an official academic transcript or marks sheet indicating graduation from a secondary-level education institution. Diplomas, transcripts, and/or certificates related to government examinations must show the subjects passed, and grades/marks received. All records should be submitted in the original language, and credentials in languages other than English must be accompanied by a certified English translation.
Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.

b. Provide an official transcript that indicates completion of a post-secondary program of at least two years in length with a cumulative grade point average of 2.0/4.0 or the equivalent from (i) an international higher education institution that is approved by the country’s national ministry of education or appropriate approval body or (ii) an accredited U.S. higher education institution. Transcripts should show marks and credits earned for all post-secondary work. All records should be submitted in the original language, and credentials in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.

c. Provide an official General Educational Development (GED) examination report demonstrating passing marks for the overall examination. In exceptional cases, an applicant may provide an official examination report from another test identified by National American University that demonstrates passing marks for the overall examination.

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

4. All applicants whose secondary-level education was conducted in a language other than English must demonstrate proficiency in English through satisfaction of one of the following requirements:

a. Provide an official Test of English as a Foreign Language (TOEFL) score report indicating a minimum score of 520 for a paper-based exam, 190 for a computer-based exam, or 68 for an Internet-based exam. The TOEFL must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University. When ordering TOEFL test results, include the university’s school code of 6464.

b. Provide an official International English Language Testing System (IELTS) score report with an overall minimum score of 5. The IELTS must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University.

c. Provide evidence of completion of two semesters (or equivalent) of college-level English (excluding ESL courses) with a grade of "C" or higher at (i) an international higher education institution that is approved by the country’s national ministry of education or appropriate approval body or (ii) an accredited U.S. college or university.

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

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

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

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

1. Complete the International Student Application for Admission.


3. International students are required, as part of the application process, to show sufficient funding to cover tuition, fees, and living expenses through the duration of their studies. The amount and source of funds are also shown on the Certificate of Eligibility (I-20) required for application for an F-1 visa.

4. Students planning to bring a spouse and/or children to the United States are required to demonstrate the availability of additional funds to support those individuals.

Students requesting the Form I-20 to apply for an F-1 visa to enter the U.S. to attend NAU must fulfill all the aforementioned international admissions requirements. Upon acceptance by and approval from the university, Form I-20 will be issued to eligible students.

Additional documentation in support of an applicant’s candidacy may be requested as deemed necessary by NAU. The university reserves the right to reject documentation and to request verification of documents as necessary. Admissions documentation will be considered the property of the university and will not be returned to the applicant (some exceptions may apply). NAU reserves the right to reject any and all student applicants.

**SELF-DIRECTED LEARNER STATEMENT**

Students enrolled in online courses will be expected to complete a significant portion of their course work independent of direct faculty supervision. Due to the nature of online learning, the instructor’s role will be that of a facilitator and guide. In that role, the instructor will provide the student with guidelines and learning activities, and will offer feedback and evaluation as the student proceeds with the course.
Success depends upon the individual student’s self-motivation and ability to undertake independent study. Experience has shown that some students fail to realize the degree of effort and time that is required to successfully complete the course(s). Based upon the foregoing, NAU requires that students acknowledge their role as self-directed learners during the enrollment process.

FINANCES

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

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

LEARNER SERVICES

NAU’s dedicated staff of learner services advisors provide online students with easy access to convenient services. As a member of our online community, students receive personal guidance throughout their educational journey including academic advising, success coaching, technical support, course navigation, and additional support services. Learner services advisors can be reached through e-mail at uservices@national.edu or by phone at (800) 548-0602.

Online Orientation - Undergraduate

NAU’s online orientation introduces students to Desire2Learn, the software program used by NAU to distribute all online courses. The online orientation familiarizes the student with the process of submitting assignments, participating in discussions, and communicating with the instructor online.

Tutoring Services - Undergraduate

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

Technical Support - Undergraduate

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

Learning Resource Center and Online Library

National American University’s Learning Resource Center (LRC) and online library is dedicated to assisting and supporting students, faculty and staff at all campuses in achieving success in their academic programs and careers through the development and maintenance of a collection of current and timely information in a variety of formats. Most campuses have traditional hard copy resources including books, journals, magazines, newspapers, and publications that support all the academic programs. All campuses have access to the NAU online library. The online library provides access to the NAU online catalog, e-books, tutorials, and myriad electronic searchable full-text databases including those provided by: ProQuest, EBSCO, Gale, LearningExpress, NetLibrary, Mosby’s, OVID, LexisNexis, NBC, eBrary, Credo, NBC Learn and WorldCat. All campus students have access to public libraries as well as often support from local university and college libraries in their region.

ACADEMICS

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. As long as students have Internet availability, they can access their courses 24/7 from anywhere around the world.

Students interested in learning more about online courses should visit NAU’s website at www.national.edu/online.

Attendance

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.

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

Test Proctoring
To help ensure the academic integrity of the examination process at NAU, each online student is required to utilize the test proctor system, which ensures that a verified, neutral third person administers certain formal examinations in the student's online courses. Students are able to complete their online, proctored final exams using a webcam in the virtual presence of a proctor.
ACADEMIC PROGRAMS

Accounting

Allied Health
- Clinical/Medical Laboratory Technician
- Healthcare Coding
- Emergency Medical Services
- Health Information Technology
- Invasive Cardiovascular Technology
- Medical Administrative Assistant
- Medical Assisting
- Medical Staff Services Management
- Occupational Therapy Assistant
- Pharmacy Technician
- Therapeutic Massage

Business
- Business Administration
- Business Administration emphasis Accounting
- Business Administration emphasis Entrepreneurship
- Business Administration emphasis Financial Management
- Business Administration emphasis Human Resource Management
- Business Administration emphasis Management
- Business Administration emphasis Marketing
- Business Administration emphasis Pre-Law
- Business Administration emphasis Supply Chain Management
- Business Administration emphasis Tourism and Hospitality Management
- Business Logistics
- Management
- Small Business Management

Criminal Justice

Health and Beauty Management

Healthcare Management

Information Technology
- Computer Support Specialist
- Electronic Health Record Support Specialist
- Information Technology
- Information Technology emphasis Computer Security and Forensics
- Information Technology emphasis Database Administration/Microsoft
- Information Technology emphasis Internet Systems Development
- Information Technology emphasis Management Information Systems
- Information Technology emphasis Network Management/Microsoft

Legal Studies
- Paralegal Studies

Nursing

Organizational Leadership

Veterinary Technology
- Veterinary Assisting
- Veterinary Technology

Network and Server Administrator
# Academic Programs by Location

Programs are offered at the locations indicated in the Academic Programs by Location table. Students may be required to take some coursework at other university locations.

<table>
<thead>
<tr>
<th>Location</th>
<th>Accounting AAS, BS</th>
<th>Business Administration AAS, BS</th>
<th>Business Administration emphasis Accounting BS</th>
<th>Business Administration emphasis Entrepreneurship</th>
<th>Business Administration emphasis Financial Management BS</th>
<th>Business Administration emphasis Human Resource Management BS</th>
<th>Business Administration emphasis Management BS</th>
<th>Business Administration emphasis Marketing BS</th>
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</thead>
<tbody>
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<td>Canada Online</td>
<td>OL Only</td>
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*H-OL=Hybrid and 100% online; some courses may only be offered online.*

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<td>Wichita West</td>
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</tr>
</tbody>
</table>

H-OL=Hybrid and 100% online; some courses may only be offered online.
2015 Program by Campus (01-12-2016)
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.

a. Critical Thinking and Problem Solving is the process of actively and skillfully gathering, organizing, and analyzing information to propose solutions and evaluate their effectiveness.

b. 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.

c. 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.

d. 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 its graduates an appreciation for and an understanding of certain broad aspects of human knowledge and experience and to promote a life of learning. Regardless of professional goals, each student will have the opportunity to develop the knowledge and skills important for college-educated adults through a core curriculum that emphasizes the fields of communication, the humanities, natural sciences, mathematics, the social and behavioral sciences, and information/technology literacy.

Student 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

Bachelor of Science Degree

Communications (18 credits)
- EN1150 Composition I
- EN1300 Composition II
- EN2100 Speech or EN2150 Interpersonal Professional Communication

Science (9 credits)
- MA2050 College Algebra
- MA3000 Business Statistics

Humanities (9 credits)

Behavioral/Social Science (9 credits)

General Education (7.5 credits)
- CS1600 Pathways to Academic and Professional Success
- CS2080 Career Management
- Computer Literacy (4.5 credits)
- CS1150/CI1150 Introduction to Computer Information Systems or General Education Elective

Total Credits – 66

Associate of Applied Science Degree

Communications (13.5 credits)
- EN1150 Composition I
- EN1300 Composition II or General Education Elective
- EN2100 Speech or EN2150 Interpersonal Professional Communications

Science (4.5 credits)
- Mathematics (4.5 credits)
  - Algebra Elective
- Humanities/Behavioral/Social Science (4.5 credits)

General Education (7.5 credits)
- CS1600 Pathways to Academic and Professional Success
- CS2080 Career Management
- Computer Literacy (4.5 credits)
- CS1150/CI1150 Introduction to Computer Information Systems or General Education Elective

Total Credits – 39
**ACCOUNTING**

**Accounting: Bachelor of Science Degree**

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.

**Student Learning Outcomes**

Graduates of the program will:

- Apply generally accepted accounting principles, managerial/cost accounting principles, auditing standards, and taxation practices.
- Analyze practical accounting problems and financial statements using critical thinking skills.
- Adhere to ethical guidelines governing the conduct of accountants.
- Demonstrate effective collaboration and teamwork skills.

**Accounting: Bachelor of Science Degree Requirements**

**180 Credits**

Offered at all campuses except Garden City, Overland Park, Wichita and Wichita West. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**Accounting Major Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC3050</td>
<td>Intermediate Accounting I</td>
<td>4.5</td>
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<tr>
<td>AC3100</td>
<td>Intermediate Accounting II</td>
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</tr>
<tr>
<td>AC3150</td>
<td>Intermediate Accounting III</td>
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</tr>
<tr>
<td>AC3200</td>
<td>Cost Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>AC3400</td>
<td>Federal Income Tax I</td>
<td>4.5</td>
</tr>
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<td>AC3450</td>
<td>Federal Income Tax II</td>
<td>4.5</td>
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<td>AC3560</td>
<td>Accounting Information Systems</td>
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<td>Accounting for Governmental Entities</td>
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<tr>
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**Support Core (51)**

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<tr>
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<th>Course Name</th>
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<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
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<td>Macroeconomics or</td>
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<tr>
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<td>Microeconomics</td>
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<td>FN3000</td>
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</tr>
<tr>
<td>LA3100</td>
<td>Business Law I</td>
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<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
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<td>MT4441</td>
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**Open Elective**

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**General Education Core (66)**

(Available for block transfer ##)

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<td>4.5</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
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<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>MA2050</td>
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<td>4.5</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>4.5</td>
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<td>4.5</td>
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<td>EN2100 or</td>
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**Mathematics**

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**General Education**

<table>
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</tbody>
</table>

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

are encouraged to complete some advanced or upper division general education course work.

**Block transfer is not available to these students.**
Academic Programs

Accounting

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

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

Accounting: Bachelor of Science Degree Requirements

180 Credits

Offered at Garden City, Overland Park, Wichita, and Wichita West.

Accounting Major Core

(A minimum of 27 of the following 54 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>AC3100</td>
<td>Intermediate Accounting II</td>
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<td>AC3150</td>
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Support Core (60)

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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
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<td>LA3100</td>
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<tr>
<td>MG3000</td>
<td>Marketing</td>
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<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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<td>MT4441</td>
<td>Business Review Lab</td>
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<td>MT4450</td>
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General Education Core (66)

( Available for block transfer ## )

Communication

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<tr>
<th>Course Code</th>
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Science

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Humanities

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<tr>
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Behavioral/Social Science

Behavioral/Social Science Electives

(Course-by-course transfer)

Communication

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<tr>
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<td>EN2100 or</td>
<td>Speech or</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communication</td>
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</tbody>
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Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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General Education

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CS1200</td>
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<td>College and Career Success II</td>
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</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
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</table>

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

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

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

Accounting: Associate of Applied Science Degree

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

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

Student 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.

Accounting: Associate of Applied Science Degree Requirements

**90 Credits**

Offered at all campuses except Indianapolis. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

### Accounting Major Core Credit Hours

(A minimum of 18 of the following 33 credits must be earned at NAU.)

<table>
<thead>
<tr>
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### Support Core (13.5)

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### Business/Accounting/CI Electives (4.5)

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

### General Education Core (39)

**Communication**

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<td>Composition II</td>
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<td>EN2100 or</td>
<td>Speech or</td>
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<td>EN2150</td>
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**Science**

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**Mathematics**

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**Humanities/Behavioral/Social Science**

<table>
<thead>
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<tbody>
<tr>
<td>Humanities/Behavioral/Social Science Elective#</td>
<td><strong>4.5</strong></td>
</tr>
</tbody>
</table>

### General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
<td>5</td>
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<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td><strong>2</strong></td>
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<tr>
<td></td>
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<td><strong>12</strong></td>
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</tbody>
</table>

**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.

* Minnesota students must take a humanities elective

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

Accounting: Associate of Applied Science Degree Requirements

**96 Credits**

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

### Accounting Major Core Credit Hours

(A minimum of 18 of the following 34.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
<tr>
<td>AC2050</td>
<td>Accounting Software Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>AC3050</td>
<td>Intermediate Accounting I</td>
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</tr>
<tr>
<td>AC3100</td>
<td>Intermediate Accounting II</td>
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</tr>
<tr>
<td>AC3150</td>
<td>Intermediate Accounting III</td>
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<tr>
<td>AC3171</td>
<td>Accounting Topics and Issues</td>
<td>3</td>
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### Support Core (13.5)

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</thead>
<tbody>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>13.5</strong></td>
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</tbody>
</table>

### Business/Accounting/CI Electives (4.5)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business*/Accounting/CI Electives</td>
<td><strong>4.5</strong></td>
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</tbody>
</table>

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

### Open Electives (4.5)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Electives</td>
<td><strong>4.5</strong></td>
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</tbody>
</table>

### General Education Core (39)

**Communication**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>13.5</strong></td>
</tr>
</tbody>
</table>
Science
SC Science Elective 4.5

Mathematics
MA1500 or Intermediate Algebra or
MA2050 College Algebra 4.5

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

General Education
CS1200 College and Career Success I 5
CS1300 College and Career Success II 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.

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

Clinical/Medical Laboratory Technician: Associate of Applied Science Degree

An Associate of Applied Science Clinical/Medical Laboratory Technician (CLT/MLT) degree program at National American University requires completion of program-specific didactic and laboratory coursework followed by two advanced 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 "clinical/laboratory technician" also known as a "medical laboratory technician" (MLT), is an individual responsible for clinical laboratory testing and communicating critical values to the healthcare team. Clinical Laboratory Technicians (CLTs) are health professions who operate testing laboratories in hospitals, clinics, and research facilities. The role of the CLT is to analyze specimens submitted by doctors and researchers to determine their nature, to assist the doctor or scientist to provide medical treatment, and to assist in advancing scientific knowledge.

The NAU’s CLT/MLT Program is seeking initial accreditation from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is currently listed by NAACLS as "Serious Applicant Status". 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

Student 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.

Clinical/Medical Laboratory Technician: Associate of Applied Science Degree Requirements

104 Credits

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL1010* Introduction to the Medical Laboratory Techniques and Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>CL1020* Specimen Collection</td>
<td>3</td>
</tr>
<tr>
<td>CL1051* Laboratory Calculations and Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>CL1110* Basic Immunology and Serology with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL1120* Hematology I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CL1130* Urinalysis and Body Fluids with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL1150* Immunohematology I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CL1170* Clinical Microbiology I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CL1190* Clinical Chemistry I with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL2010* Hematology II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CL2020* Immunohematology II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CL2030* Clinical Microbiology II with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL2050* Clinical Chemistry II with Lab</td>
<td>3</td>
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<tr>
<td>CL2093 Clinical Internship I</td>
<td>7</td>
</tr>
<tr>
<td>CL2094 Clinical Internship II</td>
<td>7</td>
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</tbody>
</table>

58

General Education Core (45)

Communications

EN1150 Composition I

Science

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

SC1232# Human Anatomy and Physiology I with Lab

SC1332# Human Anatomy and Physiology II with Lab

SC1354# General Chemistry and Biochemistry with Lab

SC1422# Microbiology with Lab

Mathematics

MA1500 Intermediate Algebra OR

MA2050 College Algebra

Humanities/Behavioral Social Science

Open Elective

General Education

CS1200 College and Career Success I

CS1300 College and Career Success II

10

* A minimum B grade is required in these CL courses.
# A minimum C grade is required.

**CLT/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 CLT program within the last 5 years.

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

**Emergency Medical Services: Associate of Applied Sciences Degree**

The Associate of Applied Science Degree in Emergency Medical Services at National American University is a degree completion program specifically designed for military personnel and others who have already completed emergency medical technician training and hold a current EMT or paramedic certification. Individuals who have completed MOS-68-W and hold a current certification will receive full ACE-evaluated credit. Along with CLEP, DSST, and other credit for training and experience, military and other qualified students will be able to complete their associate degree within six months to a year and by completing as few as five general education courses.

Offered through the university’s signature proficiency-based curricula, the degree completion program provides students with broad general education and critical thinking skills, knowledge, and abilities. Graduates of this program will be qualified for a wide range of hospital-based and emergency care positions. The program is also an excellent foundation for students who may wish to pursue a baccalaureate in EMS management, healthcare management, and general management.

The university does not offer the EMS/EMT training. Rather, this program is specifically customized for those already holding state or national EMT certification and who have completed MOS-68-W military training or civilian EMS/EMT or paramedic training. Those who have completed MOS-68-W military training receive 43.5 credits.

**Elective Credit (6)**

<table>
<thead>
<tr>
<th>Elective Credit</th>
<th>Hours</th>
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<td>Open Elective</td>
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**General Education Core (40.5)**

**Communications**

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<tr>
<th>Course Code</th>
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<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication*</td>
<td>4.5</td>
</tr>
</tbody>
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**Humanities**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU</td>
<td>Humanities Elective</td>
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**Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>Anatomy and Physiology*</td>
<td>4.5</td>
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</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1500 or</td>
<td>Intermediate Algebra or College Algebra or</td>
<td>4.5</td>
</tr>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
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</table>

**Behavioral/Social Science**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PS1050 or</td>
<td>Introduction to Psychology or</td>
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</tr>
<tr>
<td>SO1050</td>
<td>Introduction to Sociology</td>
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**General Education Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC2050</td>
<td>Macroeconomics (or general education elective)</td>
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</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics (or general education elective)</td>
<td>4.5</td>
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<tr>
<td>General Education Elective</td>
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<td>4.5</td>
</tr>
</tbody>
</table>

*Credits are satisfied by ACE credits demonstrated by completing the MOS-68-W training.*
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.)

Health Information Technology: Associate of Applied Science Degree

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.

The health information technology occupation is one of the fastest growing professions in one of the fastest growing industries. Health information professionals provide reliable and valid information that drives health care. Health information technicians are specialists in managing medical records, coding and reimbursement, and possess the skills to 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 Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has awarded Accreditation to the Health Information Technology Associate Degree Program for National American University Online.

Student 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

Offered through NAU’s distance learning program. General education courses are offered online and at designated physical locations. Offered at all campuses and requires students to complete the Health Information Technology Core through NAU’s distance learning program.

Health Information Technology Major Credit Hours

(A minimum of 24 of the following 48 credits must be earned at NAU, excluding practicum.)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HT1000D*</td>
<td>Introduction to Health Information Management &amp; Health Care</td>
<td>4</td>
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<tr>
<td>HT2117D*</td>
<td>ICD Coding &amp; Pathophysiology I with Lab</td>
<td>6</td>
</tr>
<tr>
<td>HT2127D*</td>
<td>ICD Coding &amp; Pathophysiology II with Lab</td>
<td>6</td>
</tr>
<tr>
<td>HT2130D</td>
<td>CPT Coding w/ Lab</td>
<td>3</td>
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<tr>
<td>HT2135D*</td>
<td>Advanced Coding w/ Lab</td>
<td>3</td>
</tr>
<tr>
<td>HT2200D*</td>
<td>Health Information Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>HT2210D*</td>
<td>Healthcare Data Quality &amp; Management</td>
<td>4</td>
</tr>
<tr>
<td>HT2230D*</td>
<td>Healthcare Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HT2240D*</td>
<td>Health Information Management &amp; Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HT2250D*</td>
<td>Medical Law and Ethics for Health Information Professionals</td>
<td>4</td>
</tr>
<tr>
<td>HT2500D*</td>
<td>Health Information Technology Practicum</td>
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</tr>
<tr>
<td>ME1140*</td>
<td>Medical Terminology for Health Professionals</td>
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General Education Core (51)

Communications

<table>
<thead>
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<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
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</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
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Science

<table>
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<tr>
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<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SC1221*</td>
<td>Essentials of Anatomy &amp; Physiology</td>
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<tr>
<td>SC1224D*</td>
<td>Advanced Essentials of Anatomy &amp; Physiology</td>
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Mathematics

<table>
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<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
<td>4.5</td>
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Humanities

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU2000</td>
<td>Critical Thinking and Problem Solving</td>
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</tr>
</tbody>
</table>
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.

Student 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
Offered through NAU’s distance learning program. The blended delivery format is offered at all campuses except Ellsworth, Garden City and Tulsa, and requires students to complete the Healthcare Coding Major Core through NAU’s distance learning program.

Healthcare Coding Major Core Credit Hours
(A minimum of 18 of the following 30 credits must be earned at NAU excluding practicum.)
procedures designed to repair and restore function to the heart and peripheral vessels. These procedures include intravascular angioplasty and stent placement, cardiac valve repair or replacement, congenital (birth) defect repair and cardiac pacemaker insertion.

The program offers a major core curriculum that includes lecture, laboratory, and clinical components, as well as general education courses selected to support clinical knowledge and skills. Upon program completion, the student will have didactic knowledge and practical experience in the cardiovascular sciences; electrocardiography (EKG), measurement and calculation of cardiac functional indices, cardiac blood oxygen saturation determination, cardiac pressure and electrical system assessments, and vascular angiography (cardiac and peripheral vascular). Students will also have the opportunity to study and apply emergency protocols.

Graduates are encouraged to take the national credentialing examination offered by Cardiovascular Credentialing International (CCI) and should understand that successful passage of the exam may enhance their employment opportunities. Graduates will be eligible to apply for the Registered Cardiovascular Invasive Specialist (RCIS) examination offered by CCI after acquiring the necessary experience, as defined by CCI. Students should refer to CCI’s website for further information regarding eligibility and examination requirements.

Admission to the AAS Invasive Cardiovascular Technology program is based on the National American University admission criteria. Admission to and completion of the foundational core does not guarantee enrollment in the CVT Major Core. Admission to the core is selective and competitive.

The criteria to be eligible for application to the CVT Major Core are as follows:
- Application to NAU must be made before application to the CVT Major Core.
- All science credit must have been earned within the last five years.
- Formal written application to the CVT Major Core, which includes an autobiography and personal statement on why the applicant wants to be a CVT.
- On site interview with the CVT Admissions Committee.
- Three letters of recommendation. At least two letters of recommendation must come from an instructor, guidance counselor, health care professional, job supervisor, or someone who knows the applicant’s professional and/or academic abilities. One recommendation letter may be from a personal reference.
- The following must be documented in the CVT program application packet:
  - Documentation of current immunizations
  - Active health insurance
  - CGPA of 2.5 in foundational core courses

Essential Functions and Performance Standards for Successful Completion of the CVT 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, ensure safety of self and others, document accurately, and provide intervention while meeting medical standards required by facilities. Additionally students must be able to physically lift 50 pounds and pass a physical examination prior to beginning externship.

Prior to admission to the clinical externship the student must document the following:
- Documentation of current immunizations
- Current TB test results
- Active health insurance
- Negative background and drug screening results
- CGPA of 2.5 in the CVT Major Core for progression to externship
- Current CPR certification

In order to graduate, a minimum 2.5 GPA is required overall and in the Cardiovascular Technology Core Curriculum. A grade of “C” or higher is required in all designated professional courses.

Student Learning Outcomes
Graduates of the program will:
- Demonstrate entry-level skills, knowledge and behavior competence in content, clinical functions and procedures, including general operational functions, as defined by the Commission on Accreditation of Allied Health Education Programs Standards and Guidelines for Invasive Cardiovascular Tech Educational Programs.
- Apply fundamental principles, regulations and statutes for performing within legal and ethical boundaries in the cardiovascular technology profession.
- Create a plan for becoming a credentialed Cardiovascular Technologist, membership in professional organizations, and continuing education.

Invasive Cardiovascular Technology: Associate of Applied Science Degree Requirements

105.5 Credits

Offered at Austin, Austin South and Georgetown.

Cardiovascular Technology Major Core Credit Hours

(All CV2000+ credits must be with NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CV1010*</td>
<td>Introduction to Cardiovascular Technology</td>
<td>4</td>
</tr>
<tr>
<td>CV1020*</td>
<td>Cardiac Catheterization I</td>
<td>2</td>
</tr>
<tr>
<td>CV1030*</td>
<td>CVT Anatomy &amp; Physiology</td>
<td>6</td>
</tr>
<tr>
<td>CV1040*</td>
<td>Basic Patient Care Skills</td>
<td>4.5</td>
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<tr>
<td>CV1050*</td>
<td>Cardiovascular Pharmacology</td>
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</tr>
<tr>
<td>CV1060*</td>
<td>Diagnostic Electrocardiography</td>
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</tr>
<tr>
<td>CV2010*</td>
<td>Cardio Catheterization II</td>
<td>4.5</td>
</tr>
<tr>
<td>CV2020*</td>
<td>Cardiovascular Pathophysiology I</td>
<td>4.5</td>
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</tbody>
</table>
CV2030*  Catheterization Lab Fundamentals  4.5
CV2040*  Cardiovascular Pathophysiology II  4.5
CV2050*  Catheterization Lab Imaging Fundamentals  2
CV2060*  Principles of Interventional Radiology  4.5
CV3010**  CVT Externship I  13
CV3011*  CVT Externship II  13  76

General Education Core (29.5)

Cardiovascular Technology Foundational Core

Communications
EN1150  Composition I  4.5  4.5

Science
All science transfer courses have a 5-year limit at application.
SC1221*  Essentials of Anatomy & Physiology w/Lab  6  6

Mathematics
MA1500 or Intermediate Algebra or
MA2050  College Algebra  4.5  4.5

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

General Education
CS1200  College and Career Success I  5
CS1300  College and Career Success II  5  10

* Professional Course (minimum "C" grade required)
**Students must maintain a 2.5 CGPA in the Major Core.
The CVT Clinical Core and Science courses must be scheduled for the full required contact hours.
Graduation Requirements: A minimum 2.5 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 Administrative Assistant: Associate of Applied Science Degree
The medical administrative assistant degree program is designed to prepare students for entry-level administrative positions in a variety of healthcare settings. Administrative duties may include greeting patients, setting appointment times, scheduling hospital admissions, medical transcription, medical record management, insurance coding and billing, bill collections, office compliance, and other general medical office procedures. 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.

Student 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

92 Credits
Offered through NAU's distance learning program. Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Georgetown, Houston, Indianapolis, Minnetonka, Rapid City, Rochester, Roseville, Tulsa, Wichita, Wichita West and Zona Rosa.

Medical Administrative Assisting Major Credit Hours Core
(A minimum of 22 of the following 42.5 credits must be with NAU.)
ME1100*  Introduction to Medical Assisting  4
ME1140*  Medical Terminology for Health Professionals  2
ME1750*  Medical Transcription I  4
ME2211*  Human Pharmacology  4
ME2250*  Medical Law and Ethics  4
ME2260*  Medical Record Management  4
ME2515*  Introduction to Pathophysiology I  4.5
ME2611*  Healthcare Coding & Billing I  4
ME2612*  Healthcare Coding & Billing II  4
ME2620*  Medical Office Procedures with Software Applications  4
ME3321**  Medical Administrative Assistant Practicum or
HA3010D  Introduction to Healthcare Delivery  4.5

Support Core
MT1050  Introduction to Business  4.5
AC2760  Financial Accounting for Managers  4.5  9
### General Education Core (40.5)

#### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1150*</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Professional Communications</td>
<td>4.5</td>
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#### Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SC1221*</td>
<td>Essentials of Human Anatomy and Physiology with Lab</td>
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#### Mathematics

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<tbody>
<tr>
<td>MA2000*</td>
<td>Quantitative Reasoning</td>
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#### Humanities

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

#### Behavioral/Social Science

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PS2000*</td>
<td>Human Growth and Development</td>
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#### General Education

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<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
<td>5</td>
</tr>
<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
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</tbody>
</table>

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

* Professional course (Minimum "C" grade required)

** Recommended that students with no documented healthcare employment experience complete ME3321 MAA Practicum.

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.)

### Admission Requirements

Admission to the Medical Assisting Foundational Core is based on the National American University admission criteria. Admission to and completion of the Foundational Core does not guarantee enrollment in the MA Clinical Core. Admission to the MA Clinical Core is selective based on industry criteria. Criteria to be eligible for application to the clinical core of the MA Program are as follows:

- Admission to NAU must be made before application to the MA clinical core.
- GPA of 2.0 in Foundational Core courses.
- Formal written application to MA Clinical Core
- On site orientation with MA Program Coordinator.

The following must be submitted with the application to the MA Clinical Core (the cost of the following items is the student's responsibility).

- Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies, signed by a healthcare provider.
- A signed 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.

In order to graduate, the student must maintain a 2.0 GPA.

### Student Learning Outcomes

Graduates of the program will:

- Demonstrate entry-level skills, knowledge and behavior competence in content and administrative and clinical functions and procedures, including general operational functions, as defined by the Commission on Accreditation of Allied Health Education Programs Standards and Guidelines for Medical Assisting Educational Programs.
- Apply 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: Associate of Applied Science Degree

The Associate of Applied Science Medical Assisting 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.
A minimum of 26 of the following 51.5 credits must be earned at NAU, excluding practicum.

**Medical Programs**

**Allied Health**

A minimum of 26 of the following 51.5 credits must be earned at NAU, excluding practicum.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ME1100*</td>
<td>Introduction to Medical Assisting</td>
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</tr>
<tr>
<td>ME1140*</td>
<td>Medical Terminology for Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td>ME2130*</td>
<td>Clinical Science Lab I</td>
<td>2</td>
</tr>
<tr>
<td>ME2140*</td>
<td>Clinical Science Lab II</td>
<td>2</td>
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<td>ME2155*</td>
<td>Clinical Science Lab III</td>
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<td>ME2211*</td>
<td>Human Pharmacology</td>
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<td>ME2250*</td>
<td>Medical Law &amp; Ethics</td>
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<td>ME2260*</td>
<td>Medical Record Management</td>
<td>4</td>
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<tr>
<td>ME2401*</td>
<td>Laboratory Techniques I</td>
<td>2</td>
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<tr>
<td>ME2402*</td>
<td>Laboratory Techniques II</td>
<td>2</td>
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<tr>
<td>ME2515*</td>
<td>Intro to Pathophysiology</td>
<td>4.5</td>
</tr>
<tr>
<td>ME2611*</td>
<td>Healthcare Coding &amp; Billing I</td>
<td>4</td>
</tr>
<tr>
<td>ME2620*</td>
<td>Medical Office Procedures with Software Applications</td>
<td>4</td>
</tr>
<tr>
<td>ME3000*</td>
<td>Medical Assisting Exam Review</td>
<td>3</td>
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<tr>
<td>ME3322</td>
<td>Medical Assisting Practicum</td>
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<tr>
<td>EN1150*</td>
<td>Composition I</td>
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</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td>4.5</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
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|          |                                                        | **9**   |

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>ME3010*</td>
<td>Human Growth and Development</td>
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|          |                                                        | **4.5** |

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
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<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
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<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

|          |                                                        | **12**  |

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

* Professional course (Minimum "C" grade required)

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

**Medical Staff Services Management: Associate of Applied Science Degree**

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

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

**Student 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**

The blended delivery format is offered at all campuses except Bellevue and Indianapolis, and requires students to complete most of the Medical Staff Services Management Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program.

**Medical Staff Services Management Credit Hours Major Core**

(A minimum of 18 of the following 36 credits must be earned at NAU, excluding externship.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA3010D*</td>
<td>Introduction to U.S. Healthcare Delivery</td>
<td>4</td>
</tr>
<tr>
<td>HA3110D*</td>
<td>Quality Improvement and Risk Management</td>
<td>4</td>
</tr>
<tr>
<td>HA4050D*</td>
<td>Healthcare Law</td>
<td>4</td>
</tr>
<tr>
<td>ME1140*</td>
<td>Medical Terminology for Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td>ME1184D*</td>
<td>Medical Staff Services</td>
<td>4.5</td>
</tr>
<tr>
<td>ME2185D*</td>
<td>Medical Staff Services</td>
<td>4.5</td>
</tr>
</tbody>
</table>

* Professional course (Minimum "C" grade required)
### Academic Programs

#### Allied Health

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ME2186D*</td>
<td>Medical Staff Services Management III</td>
<td>4.5</td>
</tr>
<tr>
<td>ME2515*</td>
<td>Introduction to Pathophysiology</td>
<td>4.5</td>
</tr>
<tr>
<td>ME3330D or ME3332D</td>
<td>Medical Staff Services Management Externship or Management Project</td>
<td>4</td>
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### Support Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
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<tr>
<td></td>
<td>Business Elective</td>
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#### General Education Core (45)

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Professional Communications</td>
<td>4.5</td>
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**Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1221*</td>
<td>Essentials of Anatomy and Physiology with Lab</td>
<td>6</td>
</tr>
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</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
<td>4.5</td>
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**Humanities**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HU</td>
<td>Humanities Elective</td>
<td>4.5</td>
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**Behavioral/Social Science**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>Behavioral/Social Science Elective</td>
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**General Education**

<table>
<thead>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
<td>5</td>
</tr>
<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

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 advisor approval) to replace ME3330D or ME3332D in order to further develop their administrative and leadership skills:

- HA3220D Health Information Systems
- HA4070D Regulatory Environment in Health Care
- MT3250/PS3250 Organizational Behavior
- MT3300 Supervision

*Professional course (Minimum "C" grade required)

### 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.)

Medical Staff Services Management: Associate of Applied Science Degree Requirements

#### 99 Credits

Offered at Indiana campuses only.

### Medical Staff Services Management Major Core

(A minimum of 18 of the following 36 credits must be earned at NAU, excluding externship.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HA3010D*</td>
<td>Introduction to U.S. Healthcare Delivery</td>
<td>4</td>
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<tr>
<td>HA3110D*</td>
<td>Quality Improvement and Risk Management</td>
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<td>HA4050D*</td>
<td>Healthcare Law</td>
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</tr>
<tr>
<td>ME1140*</td>
<td>Medical Terminology for Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td>ME1184D*</td>
<td>Medical Staff Services Management I</td>
<td>4</td>
</tr>
<tr>
<td>ME2185D*</td>
<td>Medical Staff Services Management II</td>
<td>4</td>
</tr>
<tr>
<td>ME2186D*</td>
<td>Medical Staff Services Management III</td>
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<td>ME2515*</td>
<td>Introduction to Pathophysiology</td>
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<tbody>
<tr>
<td>MT1050</td>
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### Open Electives

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</table>

### General Education Core (45)

**Communications**

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<thead>
<tr>
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<tbody>
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**Science**

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<td>Essentials of Anatomy and Physiology with Lab</td>
<td>6</td>
</tr>
</tbody>
</table>
Mathematics
MA2000  Quantitative Reasoning              4.5

Humanities
HU     Humanities Elective                  4.5

Behavioral/Social Science
Behavioral/Social Science Elective        4.5

General Education
CS1200  College and Career Success I       5
CS1300  College and Career Success II      5
CS2086  Career Path Planning               2

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 advisor approval) to replace ME3330D or ME3332D in order to further develop their administrative and leadership skills:

HA3220D Health Information Systems
HA4070D Regulatory Environment in Health Care
MT3250/PS3250 Organizational Behavior
MT3300 Supervision

* Professional course (Minimum "C" grade required)

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.)

Occupational Therapy Assistant: Associate of Applied Science Degree

Occupational therapy practitioners work with people of all ages to teach them how to do everyday tasks they want and need to do through the use of therapeutic occupation. Under the supervision of an occupational therapist, occupational therapy assistants (OTAs) use occupation to develop and improve clients’ cognitive, sensory, motor, and social skills to promote health and enhance participation in daily life activities. OTAs participate in the delivery of services including assessment, intervention planning and implementation, documentation, and review of client progress. OTAs work in a variety of settings including hospitals, outpatient clinics, skilled nursing facilities, community settings, schools, and higher education.

NAU’s program offers a blended curricular format, whereby students take some courses online, some on-campus, and some in combined online/on-campus format. The program is designed to provide students with a strong foundation in the theory and nature of occupation, the dynamic interaction of clients and their environments, and in hands-on skills. This program emphasizes lecture, laboratory, discussion, demonstration, and practical application. Clinical fieldwork experiences throughout the program take place offsite and are offered with clients across the lifespan in a variety of traditional and non-traditional settings. Students are required to attend OTA specific courses at the Centennial or Independence campuses.

Admission Requirements

Admission to the OTA Foundational Core is based on the National American University admission criteria. Admission to and completion of the Foundational Core does not guarantee enrollment in the OTA Major Core. Admission to the OTA Major Core is selective and competitive. Criteria to be eligible for application to the Major Core of the OTA Program are as follows:

• Admission to NAU must be made before application to the OTA clinical core.
• GPA of 2.5 with a grade of "C" or higher in Foundational Core courses.
• All science credit must have been earned within the last 5 years.
• Formal application to OTA Major Core includes:
  • An essay and personal statement on why the applicant wants to be an OTA.
  • On site interview with OTA Admissions Committee.
  • Completion of at least 8 observation hours with an OT or OTA.
• Three letters of recommendation. At least two letters of recommendation must be from an instructor, guidance counselor, health care professional, job supervisor, or someone who knows the applicant’s professional and/or academic abilities. One recommendation letter may be a personal reference.

The following must be submitted with the application to the OTA Major Core.

• Successful background check and drug screen through an agency selected by NAU.
• Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies, which is signed by a healthcare provider.
• Documentation of a negative TB skin test (taken within one year) or documentation of a negative chest X-ray (within 5 years).
• Evidence of initiation or completion of Hepatitis B series.
• Evidence of current CPR certification.
• A signed Essential Functions form indicating that the student is able to meet the requirements to be an OTA student. The Essential Functions are performance standards for successful completion of the OTA 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 clients, ensure safety of self and others, document accurately, and provide
intervention while meeting medical standards required by facilities.
• A signed Consent to Release of Background Information form.
• Have met with the OTA Program Coordinator and attended an OTA orientation session.

In order to graduate, the student must maintain a 2.5 GPA, completing all courses with a grade of "C" or higher.

The Occupational Therapy Assistant Program at the Centennial and Independence Campuses are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). Contact information for ACOTE is listed below:

American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
(301) 652-2682
www.aota.org

Graduates of the accredited National American University OTA programs are eligible to take the national certification examination for the occupational therapy assistant which is administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the graduate will be a certified occupational therapy assistant (COTA). In addition, all states require licensure, which is generally based on the results of the NBCOT Certification Exam. A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination and obtain state licensure.

Student Learning Outcomes
Graduates of the National American University Occupational Therapy Assistant Program will:
• Demonstrate ethical behaviors in professional interactions, communications and all forms of service provision as specified in the AOTA Occupational Therapy Code of Ethics (2010).
• Demonstrate sound judgment in safety of self, clients and others in all interactions.
• Describe the collaborative relationship between the occupational therapist and occupational therapy assistant.
• Articulate the values and beliefs of the occupational therapy profession to others, including clients, families and other professionals.
• Recognize the importance of becoming an occupational therapy assistant professional, membership in professional organizations, professional development and life-long learning.
• Demonstrate skills, knowledge and professional behaviors that are required for entry-level OTA practice, as defined by the Accreditation Council for Occupational Therapy Education.

Occupational Therapy Assistant: Associate of Applied Science Degree Requirements

<table>
<thead>
<tr>
<th>Occupational Therapy Assistant Major Core</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT1000* Foundations for OT with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>OT1040* Clinical Conditions in OT with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>OT1060* Human Movement for Occupation with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>OT2020* Pediatric Practice &amp; Level I Fieldwork</td>
<td>4.5</td>
</tr>
<tr>
<td>OT2040* Physical Rehabilitation &amp; Level I Fieldwork</td>
<td>6</td>
</tr>
<tr>
<td>OT2060* Psychosocial Practice &amp; Level I Fieldwork</td>
<td>4.5</td>
</tr>
<tr>
<td>OT2080* Geriatric Practice &amp; Level I Fieldwork</td>
<td>4.5</td>
</tr>
<tr>
<td>OT2220* Evidence-Based Practice with Lab</td>
<td>2</td>
</tr>
<tr>
<td>OT2240* Management and Professional Issues</td>
<td>4.5</td>
</tr>
<tr>
<td>OT2400* Clinical Reasoning with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>OT2500** Level II Fieldwork A</td>
<td>9</td>
</tr>
<tr>
<td>OT2501** Level II Fieldwork B</td>
<td>9</td>
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<tr>
<td></td>
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Occupational Therapy Assistant Foundational Core (15)

<table>
<thead>
<tr>
<th>Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150 Composition I</td>
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<table>
<thead>
<tr>
<th>Science</th>
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<tbody>
<tr>
<td>SC1232 Human Anatomy and Physiology I with Lab</td>
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<table>
<thead>
<tr>
<th>Behavioral/Social Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS2000 Human Growth and Development</td>
</tr>
</tbody>
</table>

2.5 GPA required for admission to OTA Major Core

Completion of the OTA Foundational Core does not guarantee enrollment in OTA Major Core.

Occupational Therapy Assistant Support Course

| ME1140* Medical Terminology for Health Professions | 2 |

General Education (25)

Science

All science transfer courses have a 5-year limit at application.
Pharmacy Technician: Associate of Applied Science Degree

The growing use of prescription medications has created a need for formally trained pharmacy technicians. National American University’s Associate of Applied Science (AAS) program provides the knowledge and skills necessary to perform the duties and responsibilities required of pharmacy technicians. These duties include assisting pharmacists in safely providing medication and healthcare products to patients, record keeping, and inventory management in a professional medical environment. Pharmacy technicians are also responsible for communicating with pharmacists, healthcare professionals and patients to ensure that quality care is being provided.

The AAS program at National American University is designed to benefit individuals new to pharmacy, and current pharmacy technicians interested in enhancing their skills and formalizing their training. In addition, they are offered in a manner that accommodates traditional students and working adults. The associate degree provides the opportunity to develop the knowledge and skills important for college-educated adults through additional studies in communications, humanities, mathematics, and social and behavioral sciences.

Student Learning Outcomes

Graduates of the program will:

• Demonstrate competence as an entry-level pharmacy technician during clinical experiences through interpersonal communication skills and caring customer service attitudes.

• Apply basic information technology skills, management skills for data entry, billing, purchasing, and inventory skills, while using knowledge of pharmacy laws, regulations, and professional standards.

• Identify, select, measure, prepare and package extemporaneous or commercial pharmaceutical products by integrating drug therapeutic knowledge, to accurately and effectively provide pharmaceutical care.

• Create a plan to graduate from the pharmacy technician program, obtain the national pharmacy technician certification, maintain the certification through continuing education, and contribute to pharmacy technician education through professional pharmacy organizations and program assessments.

• Exhibit proactive behavior in providing pharmaceutical care to meet diverse patient needs.

• Acquire knowledge, skills, and abilities needed for practice as an entry-level pharmacy technician.

Pharmacy Technician: Associate of Applied Science Degree Requirements

90.5 Credits

Offered at Bellevue, Bloomington, Brooklyn Center, Burnsville, Independence, Lee’s Summit, Minnetonka, Roseville, Sioux Falls, and Zona Rosa.

Pharmacy Technician Major Core

(All RX2000+ courses must be taken at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RX1000*</td>
<td>Introduction to Pharmacy w/ Lab</td>
<td>4</td>
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<tr>
<td>RX1100*</td>
<td>Pharmacy Calculations</td>
<td>4</td>
</tr>
<tr>
<td>RX1500*</td>
<td>Pharmacy Operations with Lab</td>
<td>3</td>
</tr>
<tr>
<td>RX2200*</td>
<td>Medical Insurance and Pharmacy Law</td>
<td>2</td>
</tr>
<tr>
<td>RX2310*</td>
<td>Community or Outpatient Lab</td>
<td>2</td>
</tr>
<tr>
<td>RX2500*</td>
<td>Drug Therapeutics I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>RX2510*</td>
<td>Inpatient Pharmacy Lab</td>
<td>2</td>
</tr>
<tr>
<td>RX2600*</td>
<td>Drug Therapeutics II with Lab</td>
<td>4</td>
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<tr>
<td>RX2700*</td>
<td>Drug Therapeutics III with Lab</td>
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<tr>
<td>RX2850</td>
<td>Preparing for the Pharmacy</td>
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<td>RX3110</td>
<td>Inpatient Externship</td>
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<tr>
<td>RX3120</td>
<td>Community or Outpatient Externship</td>
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Pharmacy Technician Support Core

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<thead>
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<tbody>
<tr>
<td>ME1140*</td>
<td>Medical Terminology for Health Professionals</td>
<td>2</td>
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<tr>
<td>ME2515*</td>
<td>Introduction to Pathophysiology</td>
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General Education Core (45)

Communications

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<tr>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communications</td>
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Academic Programs | Therapeutic Massage: Diploma

Science

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

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
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Humanities

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Behavioral/Social Science

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<th>Course</th>
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<tbody>
<tr>
<td>PS2100</td>
<td>Human Relations</td>
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General Education

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<tr>
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<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
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<tr>
<td>CS2086</td>
<td>Career Path Planning, Gen Ed Elective</td>
<td>2, 4.5</td>
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</table>

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

*Professional course (minimum “C” grade required)

Maximum of two (2) attempts to successfully complete RX courses.

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Pharmacy Technician Major Core.

See the "Graduation Requirements" section of this catalog for additional graduation requirements.

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

THERAPEUTIC MASSAGE: DIPLOMA

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

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

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

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

As an integrative part of the learning process, the student will be required to complete an internship program. Requirements to enter the internship program include program coordinator approval.

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

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

Student Learning Outcomes

Graduates of the program will:

• Combine massage and bodywork techniques for therapeutic benefit.
• Develop successful and ethical therapeutic relationships with clients.
• Conduct research on the historical foundations of and recent developments in the therapeutic massage field.
• Design a plan for participating in professional activities and pursuing personal and professional development.

Therapeutic Massage: Diploma Requirements

49 Credits

Offered at Bloomington, Brooklyn Center, Burnsville, Minnetonka, Roseville, and Sioux Falls.

Therapeutic Massage Major Core

(All 19 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TH1021*</td>
<td>Ethics and Personal Growth with Lab#</td>
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</tr>
<tr>
<td>TH1031*</td>
<td>Fundamentals of Massage Therapy with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH1041*</td>
<td>Massage Standards and Business Practice with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH2021*</td>
<td>Specialty Massage Techniques with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH2081*</td>
<td>Special Populations Massage with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH2500*</td>
<td>Student Clinic</td>
<td>3</td>
</tr>
<tr>
<td>TH3000</td>
<td>Therapeutic Massage Exam Review</td>
<td>1</td>
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**Support Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ME1140*</td>
<td>Medical Terminology for Health Professions</td>
<td>2</td>
</tr>
<tr>
<td>ME2530*</td>
<td>Pathology for Massage Therapists</td>
<td>4</td>
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</table>

**General Education Core (24)**

**Communications**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
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**Science**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1221*</td>
<td>Essentials of Anatomy and Physiology with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SC2050*</td>
<td>Clinical Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>SC2061*</td>
<td>Palpation of Anatomy with Lab#</td>
<td>3</td>
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</table>

**Behavioral/Social Science**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PS1050</td>
<td>Introduction to Psychology</td>
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**General Education**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
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</tbody>
</table>

All courses must be scheduled for the full required contact hours.

* Professional course (minimum "C" grade required)

**Students attending any Minnesota campus:**

# must take this course at the Brooklyn Center or Roseville campus

Graduation Requirement- A minimum 2.0 GPA is required overall and in the Therapeutic Massage Major Core.

See the "Graduation Requirements" section of the catalog for additional requirements.

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

---

**THERAPEUTIC MASSAGE: ASSOCIATE OF APPLIED SCIENCE DEGREE**

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

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

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

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

As an integrative part of the learning process, the student will be required to complete an internship program. Requirements to enter the internship program include program coordinator approval.

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

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

**Student Learning Outcomes**

Graduates of the program will:

- Combine massage and bodywork techniques for therapeutic benefit.
- Develop successful and ethical therapeutic relationships with clients.
- Conduct research on the historical foundations of and recent developments in the therapeutic massage field.
- Design a plan for participating in professional activities and pursuing personal and professional development.
- Construct a comprehensive business plan for a therapeutic massage business.

---

Therapeutic Massage: Associate of Applied Science Degree Requirements

**90.5 Credits**

Offered at Bloomington, Brooklyn Center, Burnsville, Minnetonka, Roseville, and Sioux Falls.

**Therapeutic Massage Major Core**

(All 28 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH1021*</td>
<td>Ethics and Personal Growth with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH1031*</td>
<td>Fundamentals of Massage Therapy with Lab#</td>
<td>3</td>
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</tbody>
</table>
TH1041* Massage Standards and Business Practice with Lab# 3
TH2021* Specialty Massage Techniques with Lab# 3
TH2061* Neuromuscular Techniques with Lab# 3
TH2081* Special Populations Massage Techniques with Lab 3
TH2100* Mastering Therapeutic Business 4
TH2500* Student Clinic 3
TH3000* Therapeutic Massage Exam Review 1
TH3010* Massage Internship 2

Total 28

Support Core
ME1140* Medical Terminology for Health Professionals 2
ME2530* Pathology for Massage Therapists 4
SC1200 Principles of Nutrition 4.5
Total 10.5

General Education Core (52)
Communications
EN1150 Composition I 4.5
EN2100 or Speech or EN2150 Interpersonal Professional Communications

Total 9

Science
SC1221 Essentials of Anatomy and Physiology with Lab 6
SC2050 Clinical Kinesiology 4
SC2061 Palpation of Anatomy with Lab# 3
Total 13

Mathematics
MA2000 Quantitative Reasoning 4.5

Total 4.5

Humanities
HU Humanities Elective 4.5

Total 4.5

Behavioral/Social Science
PS1050 Introduction to Psychology 4.5

Total 4.5

General Education
CS1200 College and Career Success I 5
CS1300 College and Career Success II 5
CS2086 Career Path Planning 2
General Education Elective 4.5
Total 16.5

Students attending any Minnesota campus:

# Students attending any MN campus must take this course at the Brooklyn Center or Roseville campus

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

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

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

*Professional course (minimum "C" grade required)
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 at selected campuses if they choose: entrepreneurship, financial management, human resource management, information systems, international business, management, marketing, pre-law, supply chain management, tourism & hospitality management, and management accounting.

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 70 years. The Management and Business Administration degree programs at NAU are accredited by the International Assembly for Collegiate Business Education (IACBE).

Business Administration: Associate of Applied Science Degree

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

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

Student Learning Outcomes

Graduates of the program will:

- Apply introductory concepts and theories in marketing, management, accounting, economics, and ethics.
- Analyze typical challenges that business decision makers are likely to face.
- Demonstrate effective collaboration and teamwork skills.

Business Administration: Associate of Applied Science

Requirements

90 Credits

Offered at all campuses. This program is also offered through NAU’s distance learning program.

Business Administration Major Core 

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
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<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<td>EC2100</td>
<td>Microeconomics</td>
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<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
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<td>MG3000</td>
<td>Marketing</td>
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<td>MT1050</td>
<td>Introduction to Business</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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<td>MT3550</td>
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<td>MT3651</td>
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Total: 42

Business Electives

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

<table>
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<tbody>
<tr>
<td></td>
<td>Business Electives</td>
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</table>

General Education Core (39)

Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
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</table>

Total: 13.5

Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SC</td>
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</table>

Total: 4.5

Mathematics

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</tr>
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<tbody>
<tr>
<td>MA2000</td>
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</table>

Total: 4.5

Humanities/Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Humanities/Behavioral/Social Science Elective</td>
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Total: 4.5
Academic Programs | Business

### General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1200</td>
<td>Career and College Success I</td>
<td>5</td>
</tr>
<tr>
<td>CS1300</td>
<td>Career and College Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

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

# Minnesota students must take a humanities elective

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

### Business Administration: Bachelor of Science Degree

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

### Student Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.

### Business Administration: Bachelor of Science Requirements

180 Credits

Offered at all campuses. This program is also offered through NAU’s distance learning program.

### Business Administration Major Core

(A minimum of 31.5 of the following 64.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
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<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
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<tr>
<td>MG6500DC</td>
<td>Marketing Administration or</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>* or</td>
<td></td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6300DC</td>
<td>Managing Human Resources or</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>* or</td>
<td></td>
</tr>
<tr>
<td>MT3500</td>
<td>Managing Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4441</td>
<td>Business Review Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
<td>4.5</td>
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<tr>
<td>OM3000</td>
<td>Operations Management</td>
<td>4.5</td>
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</table>

### Business Option Core

Courses must be coded AC, CI, EC, FN, LA, MG, MT, OL or equivalent transfer (A minimum of 18 of the following 27 credits must be earned at NAU, excluding internship.)

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<thead>
<tr>
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<tr>
<td>MG3000+</td>
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<td>MT3000+</td>
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</tr>
<tr>
<td>3000+</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>MT6000DC+*</td>
<td>or</td>
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<tr>
<td>3000+</td>
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### Open Electives

22.5

### General Education Core (66)

(Available for block transfer ##)

#### Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
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</tbody>
</table>

#### Science

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

#### Humanities

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU</td>
<td>Humanities Electives</td>
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</table>

#### Behavioral/Social Science

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

(Course-by-course transfer)

#### Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
</tr>
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<td>EN3050</td>
<td>Technical Communication</td>
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</table>

#### Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
<td>4.5</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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</tbody>
</table>

#### General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
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</tr>
<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
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</tr>
</tbody>
</table>
* 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.

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

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

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

Business Administration: Bachelor of Science Degree, Emphasis in Accounting

Managers today often need skills in financial management. The accounting emphasis provides the student with a strong background in financial accounting and budgeting as well as preparing the student for a career in management. The Bachelor of Science degree in Business Administration with an emphasis in Accounting prepares students for various management positions which also have responsibilities in budgeting and financial management. This option does not prepare the student for the Certified Public Accountant Examination.

Student Learning Outcomes

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Apply generally accepted accounting principles to routine financial accounting activities.

Business Administration: Bachelor of Science with Emphasis in Accounting Requirements

180 Credits

Offered at all campuses except Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core Credit Hours

(A minimum of 31.5 of the following 64.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
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<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
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<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>MG6500DC</td>
<td>Marketing Administration or * or</td>
<td></td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
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<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6300DC</td>
<td>Managing Human Resources or * or</td>
<td></td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
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<tr>
<td>MT3500</td>
<td>Managing Information Systems</td>
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<tr>
<td>MT4200</td>
<td>Business Ethics</td>
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<td>MT4441</td>
<td>Business Review Lab</td>
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<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
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<tr>
<td>OM3000</td>
<td>Operations Management</td>
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</tr>
<tr>
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<td>AC3100***</td>
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<tr>
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<td>Federal Income Tax I</td>
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<td>Federal Income Tax II</td>
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<td>AC3560</td>
<td>Accounting Information Systems</td>
<td>4.5</td>
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</table>

Accounting Emphasis Core

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

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
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<td>AC3150</td>
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</tr>
<tr>
<td>AC3400</td>
<td>Federal Income Tax I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC3450</td>
<td>Federal Income Tax II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC3560</td>
<td>Accounting Information Systems</td>
<td>4.5</td>
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</tbody>
</table>

Open Electives (22.5)

MT6000DC +* or Elective 4.5

Open Electives 18 22.5

General Education Core (66)

( Available for block transfer ## )

Communications

EN1150 Composition I 4.5

Science

SC Science Electives 9

Humanities

HU Humanities Electives 9

Behavioral/Social Science

Behavioral/Social Science Electives 9

( Course–by–course transfer )

Communications

EN1300 Composition II 4.5

EN2100 or Speech or
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>EN3050</td>
<td>Technical Communication</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
<td>4.5</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td>General Education</td>
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<td>9</td>
</tr>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
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<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
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<td></td>
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</table>

* 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.

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

*** Required

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

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

Business Administration: Bachelor of Science Degree, Emphasis in 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.

Student Learning Outcomes

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Create a comprehensive business plan for a new business venture.

Business Administration: Bachelor of Science with Emphasis in Entrepreneurship Requirements

180 Credits

Offered at all campuses except Bellevue, Mesquite, and Richardson. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
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<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
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<td>Principles of Accounting III</td>
<td>4.5</td>
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<td>Macroeconomics</td>
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<td>Microeconomics</td>
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<td>Marketing Administration or ** or</td>
<td></td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
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<tr>
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<tr>
<td></td>
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Entrepreneurship Emphasis Core

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MT3550</td>
<td>Entrepreneurship and Small Business</td>
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<td>MT3600</td>
<td>Strategic Entrepreneurship</td>
<td>4.5</td>
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<tr>
<td>MT3650</td>
<td>Business Plan Development</td>
<td>4.5</td>
</tr>
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<td>MT4140</td>
<td>Innovation, Creativity and New Product Development</td>
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<td>MT4240</td>
<td>International Entrepreneurship</td>
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Open Electives

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<td>Total</td>
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General Education Core (66)

(Available for block transfer ##)

Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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<td>Total</td>
<td><strong>4.5</strong></td>
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</tbody>
</table>
Science
SC Science Electives 9

Humanities
HU Humanities Electives 9

Behavioral/Social Science
Behavioral/Social Science Electives 9

(Course-by-course transfer)

Communications
EN1300 Composition II 4.5
EN2100 or EN2150 Interpersonal Professional Communication 4.5
EN3050 Technical Communication 4.5 13.5

Mathematics
MA2000 Quantitative Reasoning 4.5
MA3000 Business Statistics 4.5 9

General Education
CS1200 College and Career Success I 5
CS1300 College and Career Success II 5
CS2086 Career path Planning 2 12

* 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.

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

Residents of the state of Minnesota or students attending any Minnesota campus:
are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core and the 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: Bachelor of Science Degree, Emphasis in Financial Management

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

Student Learning Outcomes
Graduates of the program will:
- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Conduct detailed analyses using the financial statements of a business.

Business Administration: Bachelor of Science with Emphasis in Financial Management Requirements

180 Credits

Offered at all campuses except Zona Rosa. This program is also offered through NAU's distance learning program.

The financial management emphasis area of this program is only offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core Credit Hours
(A minimum of 31.5 of the following 64.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
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<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
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</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>EC2100</td>
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<td>FN3000</td>
<td>Business Finance I</td>
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</tr>
<tr>
<td>MG6500DC</td>
<td>Marketing Administration or * or</td>
<td></td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
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<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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<tr>
<td>MT6300DC</td>
<td>Managing human Resources or * or</td>
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<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
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<td>MT3500</td>
<td>Managing Information Systems</td>
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<tr>
<td>OM3000</td>
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64.5

Financial Management Emphasis Core

Choose 27 of the 40.5 credits listed below.
(A minimum of 18 of the following 27 credits must be earned at NAU, excluding internship.)

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<tr>
<th>Course Code</th>
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<td>Corporate Investment Decisions</td>
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<td>FN3100</td>
<td>Risk Management and Insurance</td>
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<td>Financial Statement Analysis</td>
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<td>FN3600</td>
<td>International Financial Management</td>
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Academic Programs | Business

FN4055  Financial Institutions and Markets  4.5
FN4500***  Financial Case Analysis  4.5
FN4800  Finance Internship  4.5

27

MT6000DC
+* or
Elective  4.5
Open Electives  18

22.5

General Education Core (66)
( Available for block transfer ## )

Communications
EN1150  Composition I  4.5

4.5

Science
SC  Science Electives  9

9

Humanities
HU  Humanities Electives  9

9

Behavioral/Social Science
Behavioral/Social Science Electives  9

9

( Course-by-course transfer )

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

13.5

Mathematics
MA2000  Quantitative Reasoning  4.5
MA3000  Business Statistics  4.5

9

General Education
CS1200  College and Career Success I  5
CS1300  College and Career Success II  5
CS2086  Career Path Planning  2

12

* 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.

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

*** Required

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

are encouraged to complete some advanced or upper division general education course work.

Business Administration: Bachelor of Science Degree, Emphasis in Human Resource Management

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

Student Learning Outcomes
Graduates of the program will:

• Apply concepts, theories, and analytical methods in the functional areas of business.

• Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

• Demonstrate effective collaboration and teamwork skills.

• Analyze human resource management issues from a strategic perspective.

Business Administration: Bachelor of Science with Emphasis in Human Resource Management

Requirements

180 Credits

Offered at all campuses. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core  Credit Hours
(A minimum of 31.5 of the following 64.5 credits must be earned at NAU.)

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
MG6500DC  Marketing Administration or
Human Resource Management Emphasis Core
(A minimum of 18 of the following 27 credits must be earned at NAU, excluding internship.)

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<td>Compensation and Benefits</td>
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<td>Employee and Labor Relations</td>
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<td>Training and Development</td>
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<td>MT4501 or</td>
<td>Human Resource Management Internship or</td>
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<td></td>
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General Education Core (66)
(Available for block transfer ##)

Communications

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Science

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Humanities

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Behavioral/Social Science

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(*) Course-by-course transfer

Communications

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<td>EN2100 or</td>
<td>Speech or</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Professional</td>
<td>4.5</td>
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<td>Technical Communication</td>
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Mathematics

<table>
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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<td>MA2000</td>
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<td>Business Statistics</td>
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General Education

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
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</tbody>
</table>

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

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

Business Administration: Bachelor of Science Degree, Emphasis in Management

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

Student Learning Outcomes

Graduates of the program will:

• Apply concepts, theories, and analytical methods in the functional areas of business.

• Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

• Demonstrate effective collaboration and teamwork skills.

• Analyze issues central to management in a global business environment.

Business Administration: Bachelor of Science with Emphasis in Management Requirements

180 Credits

Offered at all campuses except Georgetown and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.
### Business Administration Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC1060</td>
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<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
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<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
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<td>FN3000</td>
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<td>MG6500DC</td>
<td>Marketing Administration or</td>
<td>4.5</td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6300DC</td>
<td>Managing Human Resources or</td>
<td>4.5</td>
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<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3500</td>
<td>Managing Information Systems</td>
<td>4.5</td>
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<tr>
<td>MT4200</td>
<td>Business Ethics</td>
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<tr>
<td>MT4441</td>
<td>Business Review Lab</td>
<td>1.5</td>
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<tr>
<td>MT4450</td>
<td>Strategic Management**</td>
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<td>OM3000</td>
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<tr>
<td>MT3230</td>
<td>Employment Law</td>
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<td>MT670DC</td>
<td>International Business or</td>
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<tr>
<td>MT4300</td>
<td>Management Across Cultures</td>
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</table>

### Management Emphasis Core

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

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

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<td>MT4300</td>
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### General Education Core (66)

(Available for block transfer)  

<table>
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<tr>
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<td>HU</td>
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<td>Behavioral/Social Science</td>
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### Communications

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EN1300</td>
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<td>EN2100 or</td>
<td>Speech or</td>
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<td>EN2150</td>
<td>Interpersonal Professional</td>
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<td>EN3050</td>
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### Mathematics

<table>
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<td>MA2000</td>
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### General Education

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<tr>
<th>Course Code</th>
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<tr>
<td>CS1200</td>
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</table>

* 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.

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

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

are encouraged to complete some advanced or upper division general education course work.

### Graduation Requirements:

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

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

### Business Administration: Bachelor of Science Degree, Emphasis in Marketing

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

### Student Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Develop a marketing plan for a product and/or service.
Business Administration: Bachelor of Science with Emphasis in Marketing Requirements

180 Credits

Offered at all campuses except Zona Rosa. This program is also offered through NAU’s distance learning program.

The marketing emphasis area of this program is only offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core Credit Hours

(A minimum of 31.5 of the following 64.5 credits must be earned at NAU.)

<table>
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<tr>
<th>Course</th>
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Marketing Emphasis Core

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

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</table>

Open Electives

MT6000DC

* or

Elective

4.5

27

General Education Core (66)

(Available for block transfer ##)

Communications

EN1150 Composition I

4.5

Science

SC Science Electives

9

Humanities

HU Humanities Electives

9

Behavioral/Social Science

Behavioral/Social Science Electives

9

(Minimum by-course transfer)

Communications

EN1300 Composition II

4.5

EN2100 or Speech or

EN2150 Interpersonal Professional Communication

4.5

EN3050 Technical Communication

4.5

13.5

Mathematics

MA2000 Quantitative Reasoning

4.5

MA3000 Business Statistics

4.5

9

General Education

CS1200 College and Career Success I

5

CS1300 College and Career Success II

5

CS2086 Career Path Planning

2

12

*(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.

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

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core and the 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: Bachelor of Science Degree, Emphasis in Pre-Law

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

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

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

**Student Learning Outcomes**

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Demonstrate a fundamental knowledge of substantive and procedural law.

**Business Administration: Bachelor of Science with Emphasis in Pre-Law Requirements**

**180 Credits**

Offered at Bloomington, Brooklyn Center, Burnsville, Garden City, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Roseville, and Sioux Falls.

**Business Administration Major Core**  
Credit Hours

(A minimum of 31.5 of the following 64.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>MG6500DC</td>
<td>Marketing Administration or</td>
<td>4.5</td>
</tr>
<tr>
<td>* or</td>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3500</td>
<td>Managing Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4441</td>
<td>Business Review Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management**</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3000</td>
<td>Operations Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

| Total       |                                                  | 64.5         |

**Support Core (13.5)**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT6000DC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>9</td>
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</tbody>
</table>

| Total       |                                                  | 13.5         |

**Pre-Law Emphasis Core**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL1100</td>
<td>Introduction to Legal Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>PL1150</td>
<td>Legal Research I</td>
<td>4.5</td>
</tr>
<tr>
<td>PL1350</td>
<td>Legal Research II</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2500</td>
<td>Legal Writing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Choose 9 credits from the list below

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL2050</td>
<td>Torts</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2350</td>
<td>Criminal Procedure</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3050</td>
<td>Real Property</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3100</td>
<td>Professional Ethics and Law Office Procedures</td>
<td>4.5</td>
</tr>
</tbody>
</table>

| Total       |                                                  | 27           |

**Open Electives**

9

**General Education Core (66)**

(Available for block transfer ***)

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

| Total       |                                                  | 4.5          |

**Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>Science Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

| Total       |                                                  | 9            |

**Humanities**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU2000</td>
<td>Critical Thinking and Problem Solving</td>
<td>4.5</td>
</tr>
<tr>
<td>HU</td>
<td>Humanities Electives</td>
<td>4.5</td>
</tr>
</tbody>
</table>

| Total       |                                                  | 4.5          |

9
### Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral/Social Science Electives</td>
<td>9</td>
</tr>
<tr>
<td>Behavioral/Social Science Electives (Course-by-course transfer)</td>
<td>9</td>
</tr>
</tbody>
</table>

#### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1300 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech or EN2150 Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050 Technical Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

#### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MA2000 Quantitative Reasoning</td>
<td>4.5</td>
</tr>
<tr>
<td>MA3000 Business Statistics</td>
<td>4.5</td>
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#### General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CS1200 College &amp; Career Success I</td>
<td>5</td>
</tr>
<tr>
<td>CS1300 College &amp; Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086 Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

* 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.

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

### Emphasis Support Core (18)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MG3000 Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050 Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050 Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6300DC Managing Human Resources or * or</td>
<td></td>
</tr>
<tr>
<td>MT3050 Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3500 Managing Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200 Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4441 Business Review Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>MT4450 Strategic Management**</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3000 Operations Management</td>
<td>4.5</td>
</tr>
<tr>
<td>** MT6000DC +* or 3000+ Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Elective</td>
<td>13.5</td>
</tr>
<tr>
<td>** Pre-Law Emphasis Core (A minimum of 13.5 of the following 27 credits must be earned at NAU.)**</td>
<td></td>
</tr>
<tr>
<td>PL1100 Introduction to Legal Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>PL1150 Legal Research I</td>
<td>4.5</td>
</tr>
<tr>
<td>PL1350 Legal Research II</td>
<td>4.5</td>
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<tr>
<td>PL2500 Legal Writing</td>
<td>4.5</td>
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<tr>
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<td>4.5</td>
</tr>
<tr>
<td>PL3100 Professional Ethics and Law Office Procedures</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Open Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>** Open Electives</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### General Education Core (66)

(Available for block transfer ##)

#### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150 Composition I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

#### Science

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

#### Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU2000 Critical Thinking and Problem Solving</td>
<td>4.5</td>
</tr>
<tr>
<td>** HU Humanities Electives</td>
<td>4.5</td>
</tr>
</tbody>
</table>

#### Behavioral/Social Science

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

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*The university reserves the right to correct clerical errors.*
Business Administration: Bachelor of Science with Emphasis in Supply Chain Management Requirements

180 Credits

Offered at all campuses except Bellevue, and Richardson. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core  
Credit Hours

(A minimum of 31.5 of the following 64.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AC1060</td>
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<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>MG6500DC</td>
<td>Marketing Administration or * or</td>
<td>4.5</td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6300DC</td>
<td>Managing Human Resources or * or</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3500</td>
<td>Managing Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4441</td>
<td>Business Review Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3000</td>
<td>Operations Management</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>64.5</td>
</tr>
</tbody>
</table>

Supply Chain Management Emphasis Core

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OM2100D</td>
<td>Logistics and Transportation Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM2200D</td>
<td>Purchasing and Supply Chain Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3200D</td>
<td>Marketing and Distribution Channels</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3400D</td>
<td>Manufacturing Planning and Control</td>
<td>4.5</td>
</tr>
<tr>
<td>OM4100D</td>
<td>Quality Management in the Supply Chain</td>
<td>4.5</td>
</tr>
<tr>
<td>OM4500D</td>
<td>Strategic Supply Chain Management **</td>
<td>4.5</td>
</tr>
</tbody>
</table>

* 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.

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

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

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

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.

Student Learning Outcomes

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Analyze supply chain management issues from a strategic perspective.

Business Administration: Bachelor of Science with Emphasis in Supply Chain Management Requirements

180 Credits

Offered at all campuses except Bellevue, and Richardson. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.
Business Administration: Bachelor of Science Degree, Emphasis in Tourism and Hospitality Management

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

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

**Student Learning Outcomes**

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Apply tourism and hospitality management concepts and theories to the workplace.

Business Administration: Bachelor of Science with Emphasis in Tourism and Hospitality Management

**Requirements**

180 Credits

Offered through NAU’s distance learning program. Offered at Albuquerque, Albuquerque West, Austin, Bloomington, Brooklyn Center, Burnsville, Georgetown, Houston, Indianapolis, Lewisville, Minnetonka, Rapid City, Rochester, Roseville, Sioux Falls, Watertown, Wichita, and Wichita West.

**Business Administration Major Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
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<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>MG6500DC</td>
<td>Marketing Administration</td>
<td></td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
</tbody>
</table>

(A minimum of 31.5 of the following 64.5 credits must be earned at NAU.)

* 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.

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

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

are encouraged to complete some advanced or upper division general education course work.

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

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

(The university reserves the right to correct clerical errors.)
Academic Programs | Business

**Academic Programs**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>MT2050</td>
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</tr>
<tr>
<td>MT6300DC</td>
<td>Managing Human Resources or * or</td>
<td></td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3500</td>
<td>Managing Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4441</td>
<td>Business Review Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3000</td>
<td>Operations Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Tourism and Hospitality Emphasis Core**

Choose 27 of the following 31.5 credits.
(A minimum of 13.5 of the following 27 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM1000</td>
<td>Introduction to Tourism and Hospitality</td>
<td>4.5</td>
</tr>
<tr>
<td>TM3100</td>
<td>Event and Convention Management</td>
<td>4.5</td>
</tr>
<tr>
<td>TM3300</td>
<td>Destination Tourism</td>
<td>4.5</td>
</tr>
<tr>
<td>TM3400</td>
<td>Food Service and Lodging Management</td>
<td>4.5</td>
</tr>
<tr>
<td>TM4300</td>
<td>Tourism and Hospitality Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>TM4500</td>
<td>Tourism and Hospitality Management Internship</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6000DC</td>
<td>+# or 3000+</td>
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**Open Electives**

22.5

**General Education Core (66)**

(Available for block transfer ##)

**Communications**

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

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<th>Course Title</th>
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<tr>
<td>SC</td>
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**Humanities**

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**Behavioral/Social Science**

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</thead>
<tbody>
<tr>
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(Prepare by-course transfer)

**Communications**

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<th>Course Title</th>
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<tr>
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<td>Composition II</td>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communication</td>
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**Mathematics**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
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<td>Business Statistics</td>
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**General Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CS1200</td>
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<tr>
<td>CS1300</td>
<td>College and Career Success I</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core and the 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 Logistics: Associate of Applied Science Degree**

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.

**Student Learning Outcomes**

Graduates of the program will:

- Apply introductory concepts and theories in marketing, management, accounting, economics, and ethics.
- Analyze typical challenges that business decision makers are likely to face.
- Demonstrate effective collaboration and teamwork skills.
- Apply introductory concepts and theories in business logistics.
Business Logistics: Associate of Applied Science

Requirements

93 Credits

Offered at all campuses except Bellevue, Indianapolis and Richardson. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**Business Logistics Major Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM1000D</td>
<td>Introduction to Business Logistics</td>
<td>4.5</td>
</tr>
<tr>
<td>OM2300D</td>
<td>Demand Forecasting and Inventory Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3000D</td>
<td>Operations Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3025D</td>
<td>Logistics and Transportation Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3050D</td>
<td>Purchasing and Supply Chain Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3100D or OM3150D</td>
<td>Business Logistics Internship or Projects</td>
<td>4.5</td>
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</tbody>
</table>

(A minimum of 27 of the following 54 credits must be earned with NAU.)

**General Education Core (39)**

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Professional Communication</td>
<td>4.5</td>
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**Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>Science Elective</td>
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</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Humanities/Behavioral/Social Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU2000</td>
<td>Critical Thinking and Problem Solving</td>
<td>4.5</td>
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</tbody>
</table>

**General Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1200</td>
<td>College and Success I</td>
<td>5</td>
</tr>
<tr>
<td>CS1300</td>
<td>College and Success II</td>
<td>5</td>
</tr>
</tbody>
</table>

**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: Associate of Applied Science

Requirements

97.5 Credits

Offered at Indiana campuses only.

**Business Logistics Major Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050 or EC2100</td>
<td>Macroeconomics or Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM1000D</td>
<td>Introduction to Business Logistics</td>
<td>4.5</td>
</tr>
<tr>
<td>OM2300D</td>
<td>Demand Forecasting and Inventory Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3000D</td>
<td>Operations Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3025D</td>
<td>Logistics and Transportation Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3050D</td>
<td>Purchasing and Supply Chain Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3100D or OM3150D</td>
<td>Business Logistics Internship or Projects</td>
<td>4.5</td>
</tr>
</tbody>
</table>

(A minimum of 27 of the following 54 credits must be earned with NAU.)

**General Education Core (39)**

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Professional Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Science**

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

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
<td>4.5</td>
</tr>
</tbody>
</table>
Humanities/Behavioral/Social Science

HU2000  Critical Thinking and Problem Solving  4.5

General Education

CS1200  College and Success I  5
CS1300  College and Success II  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.)

Management: Associate of Applied Science Degree

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.

Student Learning Outcomes

Graduates of the program will:
• Apply introductory concepts and theories in marketing, management, accounting, economics, and ethics.
• Analyze typical challenges that managers are likely to face.
• Demonstrate effective collaboration and teamwork skills.

Management: Associate of Applied Science Requirements

90 Credits

Offered at all campuses except Houston and Indianapolis. This program is also offered through NAU’s distance learning program.

Management Major Core  Credit Hours

(A minimum of 13.5 of the following 28.5 credits must be earned at NAU.)

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

28.5

Specialty/Technical/Vocational Core

(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 Elective Core  22.5

General Education Core (39)

Communications

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

13.5

Science

SC  Science Electives  4.5

4.5

Mathematics

MA2000  Quantitative Reasoning  4.5

4.5

Humanities/Behavioral/Social Science

Humanities/Behavioral/Social Science Elective #  4.5

4.5

General Education

CS1200  College and Career Success I  5
CS1300  College and Career Success I  5
CS2086  Career Path Planning  2

12

* Business electives include EC, FN, LA, MG, MT and OL courses
# Minnesota students must take a humanities elective

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: Associate of Applied Science Requirements

97.5 Credits

Offered at Indiana campuses only.

Management Major Core  Credit Hours

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

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
MT3655  Business Management Capstone  4.5
Specialty/Technical/Vocational Core
(Maximum 27/Minimum 13.5)
If the maximum of 27 credits is not met in the specialty core, the difference must be made up by choosing business/accounting/CI electives.

Business */Accounting/CI Elective Core 27

General Education Core (39)

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

Science
SC Science Electives 4.5

Mathematics
MA2000 Quantitative Reasoning 4.5

Humanities/Behavioral/Social Science
Humanities/Behavioral/Social Science Elective # 4.5

General Education
CS1200 College and Career Success I 5
CS1300 College and Career Success I 5
CS2086 Career Path Planning 2

* Business electives include EC, FN, LA, MG, MT and OL courses
# Minnesota students must take a humanities elective

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: Bachelor of Science Degree
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.

Student Learning Outcomes
Graduates of the program will:
• Apply concepts, theories, and analytical methods in the functional areas of business.
• Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
• Demonstrate effective collaboration and teamwork skills.

Management: Bachelor of Science Requirements

180 Credits

Management Major Core

AC2760 Financial Accounting for Managers 4.5
FN3000 Business Finance I 4.5
MG3000 Marketing 4.5
MT1050 Introduction to Business 4.5
MT2050 Principles of Management 4.5
MT6255DC Introduction to Leadership and
* or Quality or
MT3000+ Elective (Exclusive of Internship) 4.5
MT6300DC Managing Human Resources or
* or
MT3050 Human Resource Management 4.5
MT3300 Supervision 4.5
MT3500 Managing Information Systems 4.5
MT4200 Business Ethics 4.5
MT6570DC International Business or
* or
MT4300 Management Across Cultures 4.5
MT4441 Business Review Lab 1.5
MT4450 Strategic Management ** 4.5
OM3000 Operations Management 4.5

Open Electives 63

The university reserves the right to correct clerical errors.

Management: Bachelor of Science Degree
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.
## General Education Core (57)

(Available for block transfer — 22.5 ##)

### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
</tr>
<tr>
<td>EN2100 or SPEECH or EN2150</td>
<td>Interpersonal Professional Communications</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
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### Science

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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### Humanities

<table>
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<th>Course</th>
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<td>Humanities Elective</td>
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### Behavioral/Social Science

<table>
<thead>
<tr>
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### General Education

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(Course-by-course transfer)

### Communications

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EN1300</td>
<td>Composition II</td>
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<tr>
<td>EN2100 or SPEECH</td>
<td>Speech or EN2150</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
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</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
</tr>
</tbody>
</table>

### Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
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</table>

### General Education

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

* 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.

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

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

are encouraged to complete some advanced or upper division general education course work.

These students must complete a humanities elective.

Block transfer is not available to these students.

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: Bachelor of Science Requirements

### 180 Credits

Offered at Garden City, Overland Park, Wichita, and Wichita West.

#### Management Major Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC2760</td>
<td>Financial Accounting for Managers</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MT6255DC</td>
<td>Introduction to Leadership and Quality or MT3000+ Elective (Exclusive of Internship)</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>MT3300</td>
<td>Supervision</td>
</tr>
<tr>
<td>MT3500</td>
<td>Managing Information Systems</td>
</tr>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>MT6570DC</td>
<td>International Business or MT4300 Management Across Cultures</td>
</tr>
<tr>
<td>MT4441</td>
<td>Business Review Lab</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
</tr>
<tr>
<td>OMG3000</td>
<td>Operations Management</td>
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</tbody>
</table>

#### Emphasis Support Core

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EC2050</td>
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<tr>
<td>EC2100</td>
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<td>CS2080</td>
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#### Open Electives

<table>
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<tbody>
<tr>
<td>OMG3000</td>
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#### General Education Core (57)

(Not available for block transfer)

### Communications

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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<tr>
<td>EN1300</td>
<td>Composition II</td>
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<tr>
<td>EN2100 or SPEECH</td>
<td>Speech or EN2150</td>
</tr>
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<td>Technical Communications</td>
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<table>
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<table>
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</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
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<td>EN2100 or SPEECH</td>
<td>Speech or EN2150</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
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</table>
Small Business Management: Associate of Applied Science Degree

The Associate of Applied Science Small Business Management program is designed to meet the needs of students who wish to enter the business world, to become entrepreneurs, or to manage 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.

Student Learning Outcomes
Graduates of the program will:
- Apply introductory concepts and theories in marketing, management, accounting, economics, and ethics.
- Analyze typical challenges that business decision makers are likely to face.
- Demonstrate effective collaboration and teamwork skills.
- Create a comprehensive business plan for a new business venture.

Small Business Management: Associate of Applied Science Requirements

90 Credits

Offered at all campuses except Richardson. This program is also offered through NAU's distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core Credit Hours

(A minimum of 27 of the following 51 credits must be earned with NAU.)

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AC1060</td>
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<tr>
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<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
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<td>MG2300</td>
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<td>MG3000</td>
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</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>MT2200 or</td>
<td>Franchising or</td>
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</tr>
<tr>
<td>AC2050</td>
<td>Accounting Software Applications</td>
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<tr>
<td>MT2400</td>
<td>Small Business Management Operations</td>
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</tr>
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<td>MT3550</td>
<td>Entrepreneurship and Small Business</td>
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<td>Business Plan Development</td>
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General Education Core (39)

Communications

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</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td>4.5</td>
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<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
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Science

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Mathematics

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<th>Credit Hours</th>
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<tbody>
<tr>
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Humanities/Behavioral/Social Science

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General Education

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
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<tr>
<td>CS1300</td>
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<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
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</tbody>
</table>

# Residents of the state of MN or students attending any MN campus must take a Humanities elective.
Graduation Requirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core. See the "Graduation Requirements" section of the catalog for additional requirements.

* Courses must be coded AC, CI, EC, FN, IA, MG, MT, OL, or OM

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

Criminal Justice: Bachelor of Science Degree

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

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

The Bachelor Degree of Science in Criminal Justice is also offered in the Intensive Format. If you have an Associate’s Degree, you may qualify to enroll in a program that will allow you to complete your Bachelor’s of Science degree within 12 to 18 months.

Student 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 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. 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:

NAU is not a Minnesota POST Board Certified Professional Peace Officer Education Program. Without reciprocity, students in Minnesota are not eligible to sit for the licensing exam upon completion of an NAU Bachelor of Science/Associate of Applied Science in Criminal Justice Degree Programs.

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

The blended delivery format is offered at all campuses and requires students to complete the Criminal Justice Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program.

Criminal Justice Major Core Credit Hours

(A minimum of 45 of the following 88.5 credits must be earned at NAU)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJ1000*</td>
<td>Introduction to Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ1200*</td>
<td>Report Writing in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJ1500*</td>
<td>Criminological Theory</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2100*</td>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2150*</td>
<td>Professionalism and Ethics in Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2200*</td>
<td>Policing in U.S. Society</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2300*</td>
<td>U.S. Courts</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2400*</td>
<td>U.S. Corrections</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ3000*</td>
<td>Victimology</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ3100*</td>
<td>Criminal Investigation</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ3200*</td>
<td>Police Issues and Practices</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ3300*</td>
<td>Juvenile Justice and Delinquency</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ3400*</td>
<td>Constitutional Law in Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ4300*</td>
<td>Drugs and Alcohol in Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>CJ4500*</td>
<td>Homeland Security and Terrorism</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ4600*</td>
<td>Criminal Justice Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ4900*</td>
<td>Criminal Justice Capstone</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ6100DC*</td>
<td>Law and Public Policy or</td>
<td>4.5</td>
</tr>
<tr>
<td>** OR</td>
<td>CJ Elective</td>
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<tr>
<td>CJ30000+*</td>
<td></td>
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</tr>
<tr>
<td>CJ7200DC*</td>
<td>Management Topics in Criminal</td>
<td>4.5</td>
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<tr>
<td>** OR</td>
<td>Justice or</td>
<td></td>
</tr>
<tr>
<td>CJ30000+*</td>
<td>CJ Elective</td>
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<tr>
<td>CJ6300DC*</td>
<td>Criminal Justice Planning and</td>
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<tr>
<td>** OR</td>
<td>Innovation or</td>
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<tr>
<td>CJ30000+*</td>
<td>CJ Elective</td>
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Open Electives

| Electives | 25.5 |

General Education Core (66)

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Communications</td>
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</tr>
<tr>
<td>EN1150 Composition I</td>
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<tr>
<td>Science</td>
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<tr>
<td>SC Science Electives</td>
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<tr>
<td>Humanities</td>
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</tr>
<tr>
<td>Behavioral/Social Science</td>
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Mathematics

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Quantitative Reasoning</td>
<td>4.5</td>
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General Education

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
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<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

Open Electives

| Electives | 25.5 |

*** 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.

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

are encouraged to complete some advanced or upper division general education course work.

# Block transfer is not available to these students.

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

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

Criminal Justice: Associate of Applied Science

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

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

Student Learning Outcomes

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

- Graduates of the program will:
  - Demonstrate knowledge of the criminal justice system's operations and issues.

* Professional Course, minimum "C" grade required

** Capstone Course, minimum "C" grade required
• 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.

Criminal Justice: Associate of Applied Science

Requirements

90 Credits

The blended delivery format is offered at all campuses and requires students to complete the Criminal Justice Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program and at Bloomington.

### Criminal Justice Major Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CJ1000*</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>CJ1200*</td>
<td>Report Writing in CJ</td>
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<td>CJ1500*</td>
<td>Criminological Theory</td>
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<td>Criminal Law</td>
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<td>CJ2150*</td>
<td>Professionalism and Ethics in Criminal Justice</td>
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<td>CJ2200*</td>
<td>Policing in U.S. Society</td>
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<td>U.S. Corrections</td>
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### General Education Core (48)

#### Communications

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<tbody>
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<td>EN1300</td>
<td>Composition II</td>
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<tr>
<td>EN2100 or Speech or EN2150</td>
<td>Interpersonal Professional Communications</td>
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#### Science

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#### Humanities

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#### Behavioral/Social Sciences

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### General Education

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<td>College and Career Success I</td>
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<td>CS1300</td>
<td>College and Career Success II</td>
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<tr>
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<td><strong>12</strong></td>
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</tbody>
</table>

* Professional Course, minimum "C" grade required

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

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

(The university reserves the right to correct clerical errors.)
HEALTH AND BEAUTY MANAGEMENT

Health and Beauty Management: Associate of Applied Science Degree
The Health and Beauty Management program prepares the licensed cosmetologist to own or operate a beauty parlor, salon or spa or to manage his or her own booth. This degree is designed for individuals who have earned a cosmetology certificate or diploma and have successfully passed their state board of cosmetology exam. A maximum of 50 quarter credit hours from a cosmetology certificate or diploma program is required to transfer into the health and beauty vocational core.

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

Student 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

The blended delivery format is offered at all campuses except for Bloomington, Brooklyn Center, Burnsville, Independence, Lee's Summit, Minnetonka, Roseville, Rochester, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program.

Health and Beauty Management Major Core (6)
(Must be taken at NAU)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB2100D Mastering Cosmetology Business</td>
<td>6</td>
</tr>
</tbody>
</table>

Health and Beauty Vocational Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>45</td>
</tr>
</tbody>
</table>

General Education Core (34.5)

Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech</td>
<td></td>
</tr>
<tr>
<td>EN2150 Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Science

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

Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2000 Quantitative Reasoning</td>
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</tbody>
</table>

Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU       Humanities Elective</td>
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</tbody>
</table>

Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral/Social Science Elective</td>
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</tr>
</tbody>
</table>

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CS1200 College and Career Success I</td>
<td>5</td>
</tr>
<tr>
<td>CS1300 College and Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086 Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

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.)

96 Credits

Offered at Indiana and Minnesota campuses only.

Health and Beauty Management: Associate of Applied Science Degree Requirements

96 Credits

(Must be taken at NAU)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB2100D Mastering Cosmetology Business</td>
<td>6</td>
</tr>
</tbody>
</table>

Health and Beauty Vocational Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>46.5</td>
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</tbody>
</table>

General Education Core (34.5)

Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech</td>
<td></td>
</tr>
<tr>
<td>EN2150 Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>
Communications

Science
SC Science Elective 4.5

Mathematics
MA2000 Quantitative Reasoning 4.5

Humanities
HU Humanities Elective 4.5

Behavioral/Social Science
Behavioral/Social Science Elective 4.5

General Education
CS1200 College and Career Success I 5
CS1300 College and Career Success II 5
CS2086 Career Path Planning 2
General Education Elective 4.5 16.5

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

Students must present a copy of their state cosmetology license during the enrollment process to be enrolled into the Health and Beauty program.

Students can transfer a maximum of 55.5 quarter credit hours from their accredited cosmetology program into the vocation core, with a valid license. If the 55.5 quarter credits are not met, the student can make up the difference using approved 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.)
HEALTHCARE MANAGEMENT

Emergency Medical Services Management: Bachelor of Applied Science Degree

The emergency medical services management program is a degree completion program specifically designed for military personnel and others who have already completed emergency medical technician training and hold a current EMT or paramedic certification. The program provides students with the necessary skills to become effective managers and leaders within the emergency services and healthcare industry. Graduates can expect to find career opportunities in management positions with the diverse healthcare field.

Individuals who have completed MOS-68-W and hold a current certification will receive full ACE-evaluated credit. Individuals who have completed an AAS degree in addition to the EMS/EMT training and certification receive additional transfer and experiential learning credit. Along with CLEP, DSST, and other credit for training and experience, military and other qualified students entering with an associate degree will be able to complete their baccalaureate degree within six months to a year and by completing as few as 17 management/healthcare management, leadership, and general education courses.

The program is also an excellent foundation for students who may wish to pursue a graduate program.

The university does not offer the EMS/EMT training. Rather, this program is specifically customized for those already holding state or national EMT certification and who have completed MOS-68-W military training or civilian EMS/EMT or paramedic training.

Student Learning Outcomes

Graduates of this degree-completion program:

• Apply professional and ethical management and leadership principles and concepts in healthcare and urgent care organizations.
• Apply financial management principles and concepts in healthcare and urgent care facilities across the continuum of care.
• Examine organizational processes and leadership concepts and principles within healthcare and urgent care settings.
• Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
• Demonstrate effective collaboration and teamwork skills.

Emergency Medical Services Management: Baccalaureate of Applied Science Requirements

180 Credits

Management Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC2760</td>
<td>Financial Accounting for Managers</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>HA3010D</td>
<td>Intro to US Healthcare Delivery</td>
<td>4</td>
</tr>
<tr>
<td>HA3220D</td>
<td>Health Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>HA3300D</td>
<td>Healthcare Policy and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MG3000</td>
<td>Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6300DC</td>
<td>Managing Human Resources or * or MT3050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3300</td>
<td>Supervision</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4300</td>
<td>Management Across Cultures</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4441</td>
<td>Business Review Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3000</td>
<td>Operations Management</td>
<td>4.5</td>
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</tbody>
</table>

Total: 58.5 Credits

Specialty Core (18)

(Students may transfer an area of specialization or create a specialization using NAU courses.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT6000DC</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>9</td>
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</tbody>
</table>

Total: 18 Credits

Open Electives (54)

The university does not offer the EMS/EMT training. Rather, this program is specifically customized for those already holding state or national EMT certification and who have completed MOS-68-W military training or civilian EMS/EMT or paramedic training. Those who have completed MOS-68-W military training receive 45 credits. Those who have completed the MOS-68-W training and an associate degree will receive 54 credits.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
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</tbody>
</table>

General Education Core (49.5)

(available for block transfer ##)

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

General Education
Electives 4.5

(Course-by-course transfer)

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

13.5

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

9

Behavioral/Social Science
EC2050 Macroeconomics 4.5
EC2100 Microeconomics 4.5

9

*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.

**Credits are satisfied by ACE credits demonstrated by completing the MOS-68-W training.

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

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.)

Healthcare Management: Bachelor of Science Degree
The healthcare management program is designed to provide students with the necessary skills to become effective managers and leaders within the healthcare industry. Graduates can expect to find career opportunities in management positions within the diverse healthcare field or within their own area of clinical/professional expertise.

Student Learning Outcomes
Graduates of the program will:
• Apply professional and ethical management and leadership principles and concepts in healthcare organizations across the continuum of care.
• Apply financial management principles and concepts in healthcare facilities across the continuum of care.
• Examine legal principles, regulatory requirements, and technological issues in health care.

• Examine the efficiency and quality of patient care delivery and support services in healthcare institutions and recommend improvements.

Healthcare Management: Bachelor of Science Requirements

180 Credits
The blended delivery format is offered at all campuses and requires students to complete the Healthcare Management Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program.

Healthcare Management Major Core Credit Hours
(A minimum of 24 of the following 49 credits must be earned at NAU in the online delivery format.)

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
HA4500D* Healthcare Management Action Research Project or 4
HA4510D Healthcare Management Internship 5

49

Support Core
AC2760 Financial Accounting for Managers 4.5
MT1050 Introduction to Business 4.5
MT2050 Principles of Management 4.5
MG6500DC Marketing Administration or 4.5
OR
MG3000 Marketing 4.5

18
### Option #1 (47)

**Diploma or Associate Degree in Nursing or Allied Health Required**

**ASSOCIATE DEGREE NURSING OR ALLIED HEALTH COURSES** (42.5)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT6000DC</td>
<td>4.5</td>
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<tr>
<td>Elective</td>
<td></td>
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<tr>
<td>Electives</td>
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<tr>
<td><strong>Total</strong></td>
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Open Elective (4.5)

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT6000DC</td>
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</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

**OR**

### Option # 2 (47) — Required Support Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC2050</td>
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</tr>
<tr>
<td>EC2100</td>
<td>4.5</td>
</tr>
<tr>
<td>ME1140</td>
<td>2</td>
</tr>
<tr>
<td>MT6300DC</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050</td>
<td></td>
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<tr>
<td>MT6000DC</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
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<td><strong>Total</strong></td>
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</table>

General Education Core (68)

(Available for block transfer ##)

**Communications**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EN1300</td>
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</tr>
<tr>
<td>EN2100 or</td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

**Science**

<table>
<thead>
<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>9</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Mathematics**

<table>
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<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MA2000</td>
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</tr>
<tr>
<td>MA3000</td>
<td>4.5</td>
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<tr>
<td><strong>Total</strong></td>
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**General Education**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CS1200</td>
<td>5</td>
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<tr>
<td>CS1300</td>
<td>5</td>
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<tr>
<td>CS2086</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

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

*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

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

^^ Or business electives at the 3000+ level

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

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

Computer Support Specialist: Diploma
This program prepares students to enter the exciting and challenging field of Information Technology. Armed with a solid core of information technology skills, students 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.

Student Learning Outcomes
Graduates of the program will:
• Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
• Implement and maintain computer-based information systems to support the decision-making function of management.
• Support the data management needs of business through the design, implementation, and maintenance of relational databases.

Computer Support Specialist: Diploma Requirements
52.5 Credits
Offered at all campuses except Bellevue, Ellsworth, Garden City, Richardson, and Tulsa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Computer Support Specialist Major Credit Hours Core
(A minimum of 22.5 of the following 40.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1320</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3091</td>
<td>Database Design and Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3679</td>
<td>Windows Operating System and Server Administration Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4119</td>
<td>Installing and Configuring Windows Server 2012</td>
<td>4.5</td>
</tr>
</tbody>
</table>

General Education Core (12)

Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
<td>4.5</td>
</tr>
</tbody>
</table>

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

Electronic Health Record Support Specialist: Associate of Applied Science Degree
This program is designed to prepare computer support specialists to work in the healthcare industry. The major core classes provide students with the skills necessary to provide technical support for the implementation and maintenance of electronic health records. The emphasis area classes focus on regulations, procedures and legal principles unique to the healthcare industry.

Student Learning Outcomes
Graduates of the program will:
• Demonstrate proficiency in the fundamental information technology skills required to provide user support.
• Administer a computer-based information systems designed support information assets in the healthcare industry.
• Apply ethical decision-making models appropriate in the healthcare business environment.

Electronic Health Record Support Specialist: Associate of Applied Science Requirements
92 Credits
Offered at all campuses except Richardson. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Information Technology Major Core Credit Hours
(A minimum of 18 of the following 45 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1320</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td>4.5</td>
</tr>
</tbody>
</table>
CI3679  Windows Operating System and Server Administration Fundamentals  4.5
CI4119  Installing and Configuring Windows Server 2012  4.5

**Support Core**

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

**General Education Core (43.5)**

**Communications**

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

**Science**

SC  Science Elective  4.5

**Mathematics**

MA2000  Quantitative Reasoning  4.5

**Humanities**

HU  Humanities Elective  4.5

**Behavioral/Social Science**

Behavioral/Social Science Elective #  4.5

**General Education**

CS1200  College and Career Success I  5
CS1300  College and Career Success II  5
CS2086  Career Path Planning  2

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.

**Student Learning Outcomes**

Graduates of the program will:

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

Information Technology: Bachelor of Science Degree Requirements

180 Credits

Offered at all campuses except for Colorado Springs South, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program.

**Information Technology Major Core**

(A minimum of 27 of the following 51 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1320</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Website and Web Application Design</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6621DC</td>
<td>Intermediate Project Management or * or</td>
<td></td>
</tr>
<tr>
<td>CI4220/MT4230</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4223</td>
<td>Integrative Systems Project**</td>
<td>6</td>
</tr>
</tbody>
</table>

51

**Support Core**

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

13.5
Specialty Information Technology Core
(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.
Students must have at least three specialty courses that are different from any other BS IT emphasis program in which they are enrolled.

<table>
<thead>
<tr>
<th>Specialty IT Courses</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Courses or Open Electives</td>
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</tr>
<tr>
<td>CI6605DC* Risk Assessment and Identification Analysis or CI3000+ Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>CI6615DC* Computer Forensics and Incident Handling or CI3000+ Elective</td>
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<td><strong>Total</strong></td>
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Open Electives
18

General Education Core (57)
(Available for block transfer ##)

<table>
<thead>
<tr>
<th>Communications</th>
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<tbody>
<tr>
<td>EN1150 Composition I</td>
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<tr>
<td>Science</td>
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<tr>
<td>SC Science Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>HU Humanities Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Behavioral/Social Science</td>
<td></td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>4.5</td>
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<tr>
<td>General Education</td>
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<td>General Education Elective</td>
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General Education

<table>
<thead>
<tr>
<th>CS2080 Career Management</th>
<th>3</th>
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</thead>
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* 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.
**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.
Residents of the state of Minnesota or students attending any Minnesota campus:
are encouraged to complete some advanced or upper division general education course work.
~ These students must complete a humanities elective.
## Block transfer is not available to these students.
Graduation Requirements: A minimum 2.0 GPA is required overall in the Information Technology Major Core. See the "Graduation Requirements" section of the catalog for additional requirements.
A maximum of 13.5 credits may be earned through internship.
(The university reserves the right to correct clerical errors.)

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

Student 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
Offered at all campuses except for Indianapolis and Wichita West. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.
(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>Computer Concepts</td>
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<td>Principles of Programming</td>
<td>4.5</td>
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<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
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</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
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</tr>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Website and Web Application Design</td>
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**31.5**

**Support Core**

<table>
<thead>
<tr>
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<th>Course Title</th>
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**4.5**

**Open Electives**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>CI2180</td>
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**18**

**General Education Core (39)**

**Communications**

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<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
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**13.5**

**Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
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**4.5**

**Mathematics**

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<th>Course Title</th>
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<td>MA2000 or</td>
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</tr>
<tr>
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<td>College Algebra</td>
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**4.5**

**Humanities/Behavioral/Social Sciences**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
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<tr>
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**4.5**

**General Education**

<table>
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<th>Credits</th>
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</tr>
<tr>
<td>CS1300</td>
<td>College &amp; Career Success I</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
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**12**

* CI2180 may not be used as CI2000+ electives

Residents of the state of Minnesota or students attending any Minnesota campus: are encouraged to complete some advanced or upper division general education course work. These students must complete a humanities elective and a Behavioral/Social Science course.

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.

(Submitted by the university reserves the right to correct clerical errors.)

Information Technology: Associate of Applied Science Requirements

**97.5 Credits**

Offered at Indiana campuses only.

**Information Technology Major Core**

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

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

**31.5**

**Support Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
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</table>

**4.5**

**Open Elective**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Open Elective</td>
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**22.5**

**General Education Core (39)**

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
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</tr>
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**13.5**

**Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>Science Electives</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**4.5**

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
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<tr>
<td>MA2050</td>
<td>College Algebra</td>
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**4.5**

**Humanities/Behavioral/Social Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities/Behavioral/Social Sciences Elective</td>
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**4.5**

**General Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
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<td>CS1300</td>
<td>College and Career Success I</td>
<td>5</td>
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<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

**12**

Residents of the state of Minnesota or students attending any Minnesota campus: are encouraged to complete some advanced or upper division general education course work. These students must complete a humanities elective and a Behavioral/Social Science course.

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.
* CI2180 may not be used as CI2000+ electives

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: Bachelor of Science Degree, Emphasis in Computer Security and Forensics

This program prepares students for the technology jobs of the future. Information security is the practice of ensuring the confidentiality, availability or integrity of a system. Digital forensics courses will provide students with a comprehensive understanding of digital forensics investigation tools and techniques, and the collection, preservation, and analysis of digital evidence. Graduates will have an in-depth understanding of threats, risks, and attacks, and the technologies, policies and procedures to mitigate information system threats.

Student Learning Outcomes
Graduates of the program will:

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

180 Credits

Offered at all campuses except Bellevue and Richardson. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Information Technology Major Core Credit Hours

(A minimum of 27 of the following 51 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1320</td>
<td>Computer Concepts</td>
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<tr>
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<td>4.5</td>
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<td>CI2011</td>
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<td>CI3155</td>
<td>Computer Ethics</td>
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<tr>
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<tr>
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<td>Project Management</td>
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<td>CI4221</td>
<td>Systems Analysis and Design</td>
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<td>CI4223</td>
<td>Integrative Systems Project**</td>
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Support Core

<table>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC2760</td>
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<td>MT1050</td>
<td>Introduction to Business</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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Computer Security and Forensics Core

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

<table>
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<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
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<td>CI3710</td>
<td>Internet Security</td>
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<td>CI3715</td>
<td>Cybercrime and Information Systems</td>
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Open Elective

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General Education Core (66)
(available for block transfer ##)

Communications

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Science

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Humanities

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Behavioral/Social Science

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<th>Credit Hours</th>
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<td>Behavioral/Social Science Electives</td>
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</table>
Communications

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

Mathematics

MA2000 Quantitative Reasoning 4.5
MA3000 Business Statistics 4.5

General Education

CS1200 College and Career Success I 5
CS1300 College and Career Success II 5
CS2086 Career Path Planning 2

* 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.

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

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Information Technology Major Core and the 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.)

Information Technology: Bachelor of Science with Emphasis in Database Administration/Microsoft Requirements

180 Credits

Offered at Indianapolis. This program is also offered through NAU’s distance learning program.

Information Technology Major Core Credit Hours

(A minimum of 27 of the following 51 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</tr>
<tr>
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<td>Internetworking Fundamentals</td>
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</tr>
<tr>
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<td>Introduction to Computer Security</td>
<td>4.5</td>
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<tr>
<td>CI3155</td>
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<td>CI4220/</td>
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<td>MT4230</td>
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Support Core

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<td>Introduction to Business</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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Database Administration Emphasis Core

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

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<td>CI3689</td>
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<td>CI4209</td>
<td>Administering Microsoft SQL Server 2012 Databases</td>
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<tr>
<td>CI4219</td>
<td>Implementing a Data Warehouse with</td>
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<tr>
<td>CI4229</td>
<td>Implementing Data Models and Reports with</td>
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<tr>
<td>CI4239</td>
<td>Designing Business Intelligence</td>
<td>4.5</td>
</tr>
<tr>
<td>CI6605DC*</td>
<td>Risk Assessment and Identification or</td>
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<tr>
<td>CI3000+</td>
<td>Elective</td>
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</table>

Student Learning Outcomes

Graduates of the program will:

- 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.
- Support the data management needs of business through the design, implementation and maintenance of relational databases.

The need for efficient secure data management in nearly every industry has never been greater. This program provides the skills required to develop and maintain secure well designed database systems. From design to implementation and future capacity planning this program will prepare you to manage the tasks required of a Database Administrator.
<table>
<thead>
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<th>Course Name</th>
<th>Credit Hours</th>
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<td>Principles of Programming</td>
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<td>CI2011</td>
<td>Introduction to Database</td>
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<td>CI2086</td>
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<td>CI3000+</td>
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<td>Composition II</td>
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<td>CS1420+</td>
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</table>

* 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.

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

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## Block transfer is not available to these students.

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

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

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

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

**Student Learning Outcomes**

Graduates of the program will:

- Support the data management needs of business through the design, implementation, and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
- Design, develop, and maintain interactive web sites employing both server-side and client-side programming methodologies.

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

**Requirements**

**180 Credits**

Offered at Bellevue, Bloomington, Brooklyn Center, Burnsville, Ellsworth, Georgetown, Independence, Indianapolis, Lee’s Summit, Minnetonka, Rapid City, Rochester, Roseville, Tulsa, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**Information Technology Major Core Credit Hours**

(A minimum of 27 of the following 51 credits must be earned at NAU.)

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<td>CI4119</td>
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**Support Core**

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

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<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td>Client-Side Scripting and Open</td>
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<td>Communication</td>
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</table>

**Internet Systems Development Emphasis Core**

(Residents of the state of Minnesota or students attending any Minnesota campus: are encouraged to complete some advanced or upper division general education course work.)

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<th>Course Title</th>
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**General Education Core (66)**

(Available for block transfer ##)

**Communications**

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<td>(Course-by-course transfer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100</td>
<td>Speech or</td>
<td></td>
</tr>
</tbody>
</table>

**Information Technology: Bachelor of Science Degree, Emphasis in Management Information Systems**

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

**Student Learning Outcomes**

Graduates of the program will:

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

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Information Technology Major Core and the Management Information Systems Emphasis Core. See the "Graduation Requirements" section of the catalog for additional requirements. (The university reserves the right to correct clerical errors.)
• Apply ethical decision-making models in the information technology environment.

**Information Technology: Bachelor of Science with Emphasis in Management Information Systems**

**180 Credits**

Offered at all campuses. This program is also offered through NAU’s distance learning program.

**Information Technology Major Core**  
(A minimum of 27 of the following 51 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1320</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Website and Web Application Design</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6621DC</td>
<td>Intermediate Project Management or Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4223</td>
<td>Integrative Systems Project**</td>
<td>6</td>
</tr>
</tbody>
</table>

**Support Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC2760</td>
<td>Financial Accounting for Managers</td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**51**

**Management Information Systems Emphasis Core**

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

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

**Choose Seven Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CI2000+*</td>
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<td>9</td>
</tr>
<tr>
<td>CI3000+*</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>CI4000+</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>CI6605DC*</td>
<td>Risk Assessment and Identification Analysis or Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4000+</td>
<td>Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>CI6615DC*</td>
<td>Computer Forensics and Incident Handling or Elective</td>
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</tr>
<tr>
<td>CI4000+</td>
<td>Elective</td>
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**31.5**

**Open Elective**

**18**

**General Education Core (66)**

(Available for block transfer ##)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>ScienceElectives</td>
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</tbody>
</table>

**Humanities**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU</td>
<td>HumanitiesElectives</td>
<td>9</td>
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</table>

**Behavioral/Social Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral/Social Science Electives</td>
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(Excluding internship)

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
<td>4.5</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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</table>

**General Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
<td>5</td>
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<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

**12**

* 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+ or 3000+ courses.

* CI2180 may not be used as CI2000D+ electives

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

are encouraged to complete some advanced or upper division general education course work.

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

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

A maximum of 13.5 credits may be earned through internship.

(The university reserves the right to correct clerical errors.)
Information Technology: Bachelor of Science Degree, Emphasis in Network Management/Microsoft

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

Student Learning Outcomes
Graduates of the program will:

- Support the data management needs of business through the design, implementation, and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
- Design, implement, and manage a network infrastructure to support management and production functions in business or industry.

Information Technology: Bachelor of Science with Emphasis in Network Management/Microsoft Requirements

180 Credits

Offered at all campuses except Garden City, Overland Park, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Information Technology Major Core Credit Hours

(A minimum of 27 of the following 51 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
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<td>Intermediate Project Management or</td>
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</tr>
<tr>
<td></td>
<td>* or MT4230 Systems Analysis and Design</td>
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<td>6</td>
</tr>
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<td></td>
<td>** or CI4223</td>
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</tbody>
</table>

Support Core

<table>
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<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC2760</td>
<td>Financial Accounting for Managers</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
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</tbody>
</table>

Network Management/Microsoft Emphasis Core

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CI3679</td>
<td>Windows Operating Systems and</td>
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<tr>
<td></td>
<td>Server Administration Fundamentals</td>
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<tr>
<td>CI4119</td>
<td>Installing and Configuring Windows</td>
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</tr>
<tr>
<td></td>
<td>Server 2012</td>
<td></td>
</tr>
<tr>
<td>CI4129</td>
<td>Administering Windows Server 2012</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4139</td>
<td>Configuring Advanced Windows</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Server 2012 Services</td>
<td></td>
</tr>
<tr>
<td>CI4159</td>
<td>Designing and Implementing a Server Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4169</td>
<td>Implementing an Advanced Server Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>CI6605DC*</td>
<td>Risk Assessment and Identification Analysis</td>
<td>4.5</td>
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<tr>
<td></td>
<td>or Elective</td>
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<td>CI3000+</td>
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Open Elective

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<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>MT6000DC</td>
<td>+ or Elective</td>
<td>4.5</td>
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</table>

General Education Core (66)

(Available for block transfer ##)

Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
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Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
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<td>9</td>
</tr>
</tbody>
</table>

Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>HU</td>
<td>Humanities Electives</td>
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</table>

Behavioral/Social Science

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

Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100</td>
<td>Speech or</td>
<td></td>
</tr>
</tbody>
</table>
EN2150  Interpersonal Professional Communications  4.5
EN3050  Technical Communications  4.5

**Mathematics**
MA2000  Quantitative Reasoning  4.5
MA3000  Business Statistics  4.5  9

**General Education**
CS1200  College and Career Success I  5
CS1300  College and Career Success II  5
CS2086  Career Path Planning  2  12

* 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.

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

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

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

Network and Server Administrator: Diploma
This program provides students with an in-depth knowledge of network design and operation. Graduates of this program have the necessary skills to manage and provide technical support for a computer network. The focus is on Microsoft and Cisco networking help prepare students to take the Microsoft MCITP Server Administrator exams and Cisco CCNA certifications.

**Student Learning Outcomes**
Graduates of the program will:
- 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.

Network and Server Administrator: Diploma Requirements

52.5 Credits
Offered at all campuses except for Bellevue, Ellsworth, Garden City, Richardson and Tulsa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**Network and Server Administrator Credit Hours Major Core**

(A minimum of 22.5 of the following credits must be earned at NAU.)
CI1320  Computer Concepts  4.5
CI2211  Internetworking Fundamentals  4.5
CI2440  Introduction to Computer Security  4.5
CI3679  Windows Operating Systems and Server Administration Fundamentals  4.5
CI4119  Installing and Configuring Windows Server 2012  4.5
CI4129  Administering Windows Server 2012  4.5
CI4139  Configuring Advanced Windows Server 2012 Services  4.5

**OPTION 1 - CCNA (9)**
CI4291  Interconnecting Cisco Networking Devices I  4.5
CI4292  Interconnecting Cisco Networking Devices II  4.5  9

**OPTION 2 - MCSE (9)**
CI4159  Designing and Implementing a Server Infrastructure  4.5
CI4169  Implementing an Advanced Server Infrastructure  4.5  9

**General Education Core (18)**

**Communications**
EN1150  Composition I  4.5  4.5

**Mathematics**
MA2000  Quantitative Reasoning  4.5  4.5

**General Education**
CS2080  Career Management  3  3

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

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

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

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

Paralegal Studies Program Admissions
In addition to the university’s admissions requirements and instructions on page 17, the following admissions requirement is program specific.

Any person convicted of a felony may not serve as a paralegal in the state of South Dakota without the approval of the South Dakota Supreme Court.

Paralegal Studies: Bachelor of Science Degree
National American University offers both a Bachelor of Science degree and an Associate of Applied Science degree in Paralegal Studies. A Bachelor of Science degree is offered for students who wish to prepare for increased employment responsibilities or choose to pursue graduate education.

Student 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

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Colorado Springs, Colorado Springs South, Georgetown, Houston Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls and Zona Rosa. Some courses may be offered by video live feed or online, while some face-to-face courses may only be offered at the Albuquerque, Austin, Colorado Springs, Houston or Mesquite campuses. The program offered at the Rapid City and Sioux Falls locations is separately approved by the American Bar Association (ABA). The program offered in the Minneapolis/St. Paul metro area, including the Bloomington, Brooklyn Center, Burnsville, Roseville, and Minnetonka locations, is separately approved by the ABA.

*Disclosure: Students must be informed and sign a waiver indicating that they understand that some courses may be offered by video live feed or online, while some face-to-face courses may only be offered at one particular campus within the student’s metro region and not necessarily at the student’s home campus.

Paralegal Studies Major Core
Credit Hours
(A minimum of 36 of the following 90 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PL1100*/</td>
<td>Introduction to Legal Principles</td>
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<tr>
<td>SO1100</td>
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<tr>
<td>PL1150*</td>
<td>Legal Research I</td>
<td>4.5</td>
</tr>
<tr>
<td>PL1350*</td>
<td>Legal Research II</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2050*</td>
<td>Torts</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2100*/</td>
<td>Domestic Relations</td>
<td>4.5</td>
</tr>
<tr>
<td>SO2120</td>
<td></td>
<td></td>
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<tr>
<td>PL2150*</td>
<td>Civil Procedure</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2350*</td>
<td>Criminal Procedure</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2500*</td>
<td>Legal Writing</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3000*</td>
<td>Law Office Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3050*</td>
<td>Real Property</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3100*</td>
<td>Professional Ethics and Law Office Procedures</td>
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<td>PL3000+*</td>
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<td>PL4600*</td>
<td>CLA Review</td>
<td>4.5</td>
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<tr>
<td>PL4500-4590</td>
<td>Paralegal Internship ‡</td>
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90.0

Support Core

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<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA6100DC</td>
<td>Legal Environments for Global Organizations or Business Law I</td>
<td>4.5</td>
</tr>
<tr>
<td>* or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA3100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ME1140</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>LA6570DC</td>
<td>Human Resource Law or Employment Law</td>
<td>4.5</td>
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<td>* or</td>
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<td></td>
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<tr>
<td>MT3230/PL3230</td>
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<tr>
<td>MT6000DC</td>
<td>Elective</td>
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</tr>
<tr>
<td>+* or 3000+</td>
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<td>24.5</td>
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</table>
Paralegal Studies: Associate of Applied Science Degree

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

**Student 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**

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Colorado Springs, Colorado Springs South, Georgetown, Houston Independence, Lee's Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, and Zona Rosa. Some courses may be offered by video live feed or online, while some face-to-face courses may only be offered at the Albuquerque, Austin, Colorado Springs, Houston or Mesquite campuses. The program offered at the Rapid City and Sioux Falls locations is separately approved by the American Bar Association (ABA). The program offered in the Minneapolis/St. Paul metro area, including the Bloomington, Brooklyn Center, Burnsville, Roseville, and Minnetonka locations, is separately approved by the ABA.

*Disclosure: Students must be informed and sign a waiver indicating that they understand that some courses may be offered by video live feed or online, while some face-to-face courses may only be offered at one particular campus within the student’s metro region and not necessarily at the student’s home campus.*

**Paralegal Studies Major Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PL1100*</td>
<td>Introduction to Legal Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>SO1100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL1150*</td>
<td>Legal Research I</td>
<td>4.5</td>
</tr>
<tr>
<td>PL1350*</td>
<td>Legal Research II</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2150*</td>
<td>Civil Procedure</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2350*</td>
<td>Criminal Procedure</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2500*/</td>
<td>Legal Writing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

* Disclosure: Students must be informed and sign a waiver indicating that they understand that some courses may be offered by video live feed or online, while some face-to-face courses may only be offered at one particular campus within the student’s metro region and not necessarily at the student’s home campus.*

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

are encouraged to complete some advanced or upper division general education course work.

*Block transfer is not available to these students.*
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN2500</td>
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</tr>
<tr>
<td>PL3050*</td>
<td>or Real Property or</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3250*</td>
<td>Wills, Trusts, and Probate</td>
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<tr>
<td>PL3000*</td>
<td>Law Office Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3100*</td>
<td>Professional Ethics and Law Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>PL4600*</td>
<td>CLA Review</td>
<td>4.5</td>
</tr>
<tr>
<td>PL</td>
<td>Paralegal Internship ‡</td>
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**Support Core**

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<tbody>
<tr>
<td>LA3100</td>
<td>Business Law I</td>
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**General Education Core (39)**

<table>
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<tr>
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<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional</td>
<td>4.5</td>
</tr>
<tr>
<td>Communications</td>
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**Science**

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<tr>
<td>SC</td>
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**Mathematics**

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<th>Course Title</th>
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<tbody>
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<td>MA2000</td>
<td>Quantitative Reasoning</td>
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**Humanities**

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<tbody>
<tr>
<td>HU2000</td>
<td>Critical Thinking and Problem</td>
<td>4.5</td>
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<tr>
<td>Solving</td>
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</table>

**General Education**

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<tr>
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<th>Course Title</th>
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<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
<td>5</td>
</tr>
<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
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</table>

* Professional course (minimum “C” grade required)

‡ Students may elect to satisfy the 2 credit internship with a 3000+ Paralegal Studies elective course.

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.)

Business Administration: Bachelor of Science

Degree, Emphasis in Pre-Law

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

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

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

See the Business Administration: Bachelor of Science Degree, Emphasis in Pre-Law program of study on page 93.
NATIONAL AMERICAN UNIVERSITY
SCHOOL OF NURSING

School of Nursing Mission Statement
The School of Nursing (SON), as an integral part of National American University (NAU), is in concert with its mission, core values, and purposes. Consistent with the overall university mission, the SON mission is to prepare competent nursing graduates by providing a caring, diverse, and student-centered environment that fosters critical thinking and enhances holistic health care across the lifespan. The nursing programs offer career mobility through an articulated ladder approach to nursing education.

SON Vision
Maintain and mature the infrastructure of the SON and the practice of nursing education.

SON Core Values
- Offer high quality nursing education and collaborative community partnerships.
- Provide a caring and supportive learning environment for nursing students.
- Offer professional nursing programs leading to career advancement and professional development.

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

SON Philosophy
The SON derives its philosophy and purposes from the mission statement of NAU. The SON and its faculty believe that nursing education should enable students to acquire the knowledge and proficiencies necessary to practice culturally competent and congruent nursing care and meet the changing needs of society. The philosophy and conceptual model are based on the learning paradigms of Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). In accordance with these paradigms, the faculty believes that education is predicated on the following constructs derived from Benner’s Novice to Expert and Leininger’s Transcultural Nursing theories:

1. Experiential: student-centered and lifelong learning; Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). The SON and faculty believe nursing education includes experiences and activities that promote learning in open learning climates where students may examine and discuss transitions in understanding, mistakes, or misconceptions in actual clinical situations (Benner). Nursing is embraced as a discipline committed to the importance of lifelong learning for the maintenance and advancement of knowledge.

The SON and faculty further believe culturally congruent care reflects an infinite number of factors that affect well-being which is important for today’s diverse society. It is through culturally congruent care that nursing finds an infinite number of explored and unexplored dimensions of care as a pursuit for enhanced knowledge which may result in predictable care outcomes (Leininger).


The SON and faculty further believe Leininger’s definition: “Care is the heart of nursing; Care is power; Care is essential to healing (or well-being); Care is curing; and Care is (or should be) the central and dominant focus of nursing and transcultural nursing decisions and actions” (Leininger).

3. Clinical Judgment: qualitative distinction, evolves over time, integrative/dynamic; Benner (1984, 2000, 2001). The SON and faculty believe Benner’s tenet that clinical judgment is based on recognition of dynamic patient/family/community transitions across time in response to conditions and associated treatment. The nurse’s clinical judgment evolves over time as the nurse gains experience and furthers education in the profession.

4. Holistic Health/ Illness/Death: Leininger (1991, 2002, 2006). The SON and faculty believe nursing education should embrace the care of clients as addressed within all stages of health from wellness to death. Within the art of healing and comforting, utilization of a holistic perspective should support and enhance human dignity. This holistic perspective views cultural insight as a pivotal factor that directs and shapes well-being within an individual, the family, and the community as a whole.

The NAU SON uses the tenets of Benner (1984, 2000, 2001) and Leininger (1991, 2000, 2006) to form the eclectic conceptual framework. Specifically, Benner’s work on Novice to Expert (1984) provides a framework for the SON. The SON programs are built upon various student levels of education and experience, and designed to enhance career mobility. Concepts of care and culture based on Leininger are threaded throughout the curricula. The constructs: experiential learning,
The NAU SON Master of Science in Nursing (MSN) program with emphasis in emerging technologies and interactive experiences was developed to prepare future educators for leadership in nursing education in a variety of settings. The MSN program utilizes the Essentials of Master’s Education in Nursing (AACN 2011) to provide structure for the curriculum content. The program integrates theories specific to adult learning, curriculum design and evaluation of courses and programs, critical thinking and instructional design, and teaching strategies. This program provides students focused learning on how to teach online and use technology to teach nursing in innovative ways. The program graduates possess the skills and credentials necessary to work as nursing educators in all types of nursing programs. The MSN graduates are prepared to face challenges of today’s complex academic and healthcare environments, assume leadership roles in staff development, and participate in innovative programs in health education within a global environment.

Bachelor of Science in Nursing Program

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

Student Learning Outcomes

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

Nursing Program Admission Requirements 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 for application to the clinical core of the BSN program:

- Admission to NAU must be made before application to the nursing clinical core.
- All foundational core courses must be completed by the clinical core application deadline.
- 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.
- Applicant must provide a copy of state specific verification of active certification of a nursing assistant (CNA), licensed vocational nurse (LVN), or licensed practical nurse (LPN).
- Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, Test of Essential Academic Skills (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from Assessment Technologies Institute (ATI) to the program of application. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score with no less than 14 days between testing.

Acceptance is based on the overall ranking of the following items:

- TEAS test scores.
- CGPA of foundational core courses.
- Students who have completed nursing foundational course work at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.
- Prior completion of a bachelor's or master's degree in any program of study.
- Grades from Human Anatomy and Physiology I and Human Anatomy and Physiology II.

The following items must be submitted with the application (the cost of the items is the student’s responsibility):

- Completed application. Incomplete applications will not be considered for admittance.
- 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 English competency.
- Successful background check through an agency selected by NAU School of Nursing.**
- State specific verification of active CNA, LVN, or LPN must be on the completed application for admission into the nursing clinical 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.
- Prior to applying to the nursing program clinical core, students must meet with a financial service representative to discuss program costs. This advising session will be documented in the student application packet.

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 campuses.

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.
- Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, TEAS. The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from ATI to the program of application. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score with no less 14 days between testing.

* 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 campus.

** 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

Offered at Albuquerque, Austin, Bloomington, Overland Park, Rapid City, Sioux Falls, and Wichita West campuses.

Nursing Clinical Core (107)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>4</td>
<td>Pathophysiology Concepts I</td>
</tr>
<tr>
<td>4</td>
<td>Holistic Health Assessment</td>
</tr>
<tr>
<td>3</td>
<td>Introduction to Professional Nursing Practice</td>
</tr>
<tr>
<td>2</td>
<td>Professional Role Development</td>
</tr>
<tr>
<td>7</td>
<td>Foundations of Holistic Nursing</td>
</tr>
<tr>
<td>3</td>
<td>Foundations of Holistic Nursing - Clinical</td>
</tr>
<tr>
<td>4</td>
<td>Pathophysiology Concepts II</td>
</tr>
<tr>
<td>6</td>
<td>Holistic Nursing Care in Chronic Illness I</td>
</tr>
<tr>
<td>4</td>
<td>Holistic Nursing Care in Chronic Illness I - Clinical</td>
</tr>
<tr>
<td>4</td>
<td>Pharmacology for Nurses</td>
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<td>7</td>
<td>Holistic Nursing Care in Acute Illness I</td>
</tr>
<tr>
<td>3</td>
<td>Holistic Nursing Care in Acute Illness I - Clinical</td>
</tr>
<tr>
<td>4</td>
<td>Issues in Transcultural Nursing</td>
</tr>
<tr>
<td>6</td>
<td>Holistic Nursing Care of the Community</td>
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<tr>
<td>2</td>
<td>Holistic Nursing Care of the Community - Clinical</td>
</tr>
<tr>
<td>4</td>
<td>Caring for Vulnerable Populations</td>
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<tr>
<td>6</td>
<td>Holistic Nursing Care in Acute Illness II and End of Life</td>
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<tr>
<td>4</td>
<td>Holistic Nursing Care in Acute Illness II and End of Life - Clinical</td>
</tr>
<tr>
<td>4</td>
<td>Research and Evidence-Based Practice</td>
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<tr>
<td>6</td>
<td>Holistic Nursing Care in Chronic Illness II and End of Life</td>
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<td>4</td>
<td>Holistic Nursing Care in Chronic Illness II and End of Life - Clinical</td>
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<tr>
<td>5</td>
<td>Concept Integration for the Professional Nursing Role I</td>
</tr>
<tr>
<td>5</td>
<td>Concept Integration for the Professional Nursing Role II</td>
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<td>6</td>
<td>Leadership and Management in Nursing **</td>
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107

Nursing Foundational Core (79)

(Not Available for Block Transfer)

Communications

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<tr>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>4.5</td>
<td>Composition I</td>
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<tr>
<td>4.5</td>
<td>Composition II</td>
</tr>
<tr>
<td>4.5</td>
<td>Speech or</td>
</tr>
<tr>
<td>4.5</td>
<td>Interpersonal Professional Communication</td>
</tr>
<tr>
<td>4.5</td>
<td>Technical Communication</td>
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</table>

18

Science

NOTE: All science courses must have been completed within five (5) years of application to the nursing foundational core.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>4.5</td>
<td>Principles of Nutrition</td>
</tr>
<tr>
<td>6</td>
<td>Human Anatomy and Physiology I with Lab</td>
</tr>
<tr>
<td>6</td>
<td>Human Anatomy and Physiology II with Lab</td>
</tr>
<tr>
<td>6</td>
<td>Microbiology with Lab</td>
</tr>
</tbody>
</table>

22.5

Mathematics

<table>
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<tr>
<th>Credit Hours</th>
<th>Course Description</th>
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<tr>
<td>4.5</td>
<td>Quantitative Reasoning</td>
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<td>Course Title</td>
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<td>-------------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>MA3010</td>
<td>Statistics for Health Professions</td>
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<td><strong>Humanities</strong></td>
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<td>HU</td>
<td>Humanities Electives</td>
</tr>
<tr>
<td></td>
<td><strong>Behavioral/Social Science</strong></td>
</tr>
<tr>
<td>SO1050</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>PS1050</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PS2000</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td></td>
<td><strong>General Education</strong></td>
</tr>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
</tr>
</tbody>
</table>

* The course delivery format may vary by campus in order to meet the respective Board of Nursing requirements.

** Capstone course.

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

Offered at Overland Park and Wichita West campuses.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NS3315</td>
<td>LPN to RN Transition*</td>
<td>4.5</td>
</tr>
</tbody>
</table>

The LPN to RN Transition course must be completed with a minimum grade of "C".

Nursing Clinical Core (107)

<table>
<thead>
<tr>
<th>Nursing Clinical Core</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS3320D Pathophysiology Concepts I</td>
<td>4</td>
</tr>
<tr>
<td>NS3321D Holistic Health Assessment **</td>
<td>4</td>
</tr>
<tr>
<td>NS3325 Introduction to Professional Nursing Practice **</td>
<td>3</td>
</tr>
<tr>
<td>NS3326D Professional Role Development*</td>
<td>2</td>
</tr>
<tr>
<td>NS3330 Foundations of Holistic Nursing</td>
<td>7</td>
</tr>
<tr>
<td>NS3331 Foundations of Holistic Nursing - Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NS3340D Pathophysiology Concepts II</td>
<td>4</td>
</tr>
<tr>
<td>NS3343 Holistic Nursing Care in Chronic Illness I</td>
<td>6</td>
</tr>
<tr>
<td>NS3345 Holistic Nursing Care in Chronic Illness I - Clinical</td>
<td>4</td>
</tr>
<tr>
<td>NS3346D Pharmacology for Nurses</td>
<td>4</td>
</tr>
<tr>
<td>NS3360 Holistic Nursing Care in Acute Illness I</td>
<td>7</td>
</tr>
<tr>
<td>NS3361 Holistic Nursing Care in Acute Illness I - Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NS4000D Issues in Transcultural Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NS4043 Holistic Nursing Care of the Community</td>
<td>6</td>
</tr>
<tr>
<td>NS4045 Holistic Nursing Care of the Community - Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NS4060D Caring for Vulnerable Populations</td>
<td>4</td>
</tr>
<tr>
<td>NS4143 Holistic Nursing Care in Acute Illness II and End of Life</td>
<td>6</td>
</tr>
<tr>
<td>NS4145 Holistic Nursing Care in Acute Illness II and End of Life - Clinical</td>
<td>4</td>
</tr>
<tr>
<td>NS4210D Research and Evidence-Based Practice</td>
<td>4</td>
</tr>
<tr>
<td>NS4243 Holistic Nursing Care in Chronic Illness II and End of Life</td>
<td>6</td>
</tr>
<tr>
<td>NS4245 Holistic Nursing Care in Chronic Illness II and End of Life - Clinical</td>
<td>4</td>
</tr>
<tr>
<td>NS4300 Concept Integration for the Professional Nursing Role I</td>
<td>5</td>
</tr>
<tr>
<td>NS4310 Concept Integration for the Professional Nursing Role II</td>
<td>5</td>
</tr>
<tr>
<td>NS4400D Leadership and Management in Nursing ***</td>
<td>6</td>
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</tbody>
</table>

107

Nursing Foundational Core (79)

(Not Available for Block Transfer)

<table>
<thead>
<tr>
<th>Communications</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150 Interpersonal Professional Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050 Technical Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

18
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 6 with Lab
SC1332 Human Anatomy and Physiology II 6 with Lab
SC1422 Microbiology with Lab 6

22.5

Mathematics

MA2000 Quantitative Reasoning 4.5
MA3010 Statistics for Health Professions 4.5

9

Humanities

HU Humanities Electives 9

9

Behavioral/Social Science

SO1050 Introduction to Sociology 4.5
PS1050 Introduction to Psychology 4.5
PS2000 Human Growth and Development 4.5

13.5

General Education

CS1200 College and Career Success I 5
CS2086 Career Path Planning 2

7

* The course delivery format may vary by campus in order to meet the respective Board of Nursing requirements.

** LPN to RN transition course ONLY for LPNs bridging into BSN clinical core. A total of nine credit hours of nursing in escrow until successfully passing of first nursing courses (NS3320D, NS3330, and NS3331).

*** Capstone course.

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.

(Conclusion: End of Table)

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.

Student Learning Outcomes

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

Admissions Requirements

The 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 departmental file.
- Minimum cumulative grade point average (CGPA) of 2.5 or above from the graduated associate degree program in nursing or diploma nursing program.
- Minimum CGPA of 2.5 on all transferred general education courses.
- All nursing prefix (NS) courses must be completed through NAU online.

Online RN to BSN Requirements

180 Credits

*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.
Offered through NAU Distance Learning in all states except Tennessee.

NOTE: Students must have an associate degree or diploma in nursing with a 2.5 cumulative grade point average (CGPA) or above and a current active unencumbered registered nurse (RN) license.

Nursing Major Core (48)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>NS3026D Concepts and Challenges in Professional Nursing</td>
</tr>
<tr>
<td>4</td>
<td>NS3050D Pathophysiology in Practice</td>
</tr>
<tr>
<td>4</td>
<td>NS3225D Nursing Theory and Healthcare Delivery Models</td>
</tr>
<tr>
<td>4</td>
<td>NS3250D Ethics and Issues in Contemporary Nursing</td>
</tr>
<tr>
<td>6</td>
<td>NS3305D Evidence-Based Practice and Nursing Research in Nursing</td>
</tr>
<tr>
<td>4</td>
<td>NS4000D Issues in Transcultural Nursing</td>
</tr>
<tr>
<td>6</td>
<td>NS4050D Public Health and Community Nursing</td>
</tr>
<tr>
<td>4</td>
<td>NS4060D Caring for Vulnerable Populations</td>
</tr>
<tr>
<td>4</td>
<td>NS4150D Information Technology in Nursing</td>
</tr>
<tr>
<td>4</td>
<td>NS4350D Quality Management in Nursing and Health Care</td>
</tr>
<tr>
<td>5</td>
<td>NS4401D Nursing Leadership in Practice Capstone**</td>
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Support Core (4)

<table>
<thead>
<tr>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>4</td>
<td>HA4050D Healthcare Law</td>
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</table>

Nursing or Open Electives (62 credits)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>NS4155D Public Health and Community Nursing Clinical or Nursing or Open Electives</td>
</tr>
</tbody>
</table>

General Education Core (66)

(Not Available for Block Transfer)

Communications

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>4.5</td>
<td>EN1150 Composition I</td>
</tr>
<tr>
<td>4.5</td>
<td>EN1300 Composition II</td>
</tr>
<tr>
<td>4.5</td>
<td>EN2150 Interpersonal Professional Communication</td>
</tr>
<tr>
<td>4.5</td>
<td>EN3050 Technical Communication</td>
</tr>
</tbody>
</table>

Science

If sufficient SC credits are not available for transfer, completion of additional science electives will be required.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>6</td>
<td>Anatomy and Physiology Electives</td>
</tr>
<tr>
<td>6</td>
<td>Anatomy and Physiology Electives</td>
</tr>
<tr>
<td>4.5</td>
<td>Microbiology Elective</td>
</tr>
<tr>
<td>4.5</td>
<td>Science Elective</td>
</tr>
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</table>

Mathematics

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5</td>
<td>MA2000 Quantitative Reasoning</td>
</tr>
<tr>
<td>4.5</td>
<td>MA3010 Statistics for Health Professions</td>
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</table>

Humanities

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>HU Humanities Electives</td>
</tr>
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</table>

Behavioral/Social Science

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5</td>
<td>SO1050 Introduction to Sociology</td>
</tr>
<tr>
<td>4.5</td>
<td>Behavioral/Social Science Elective</td>
</tr>
</tbody>
</table>

** Capstone course

Minimum course grade of "C" required in each nursing course for progression in the nursing program.

Minimum course grade of "C" required for all other courses.

Minimum of 2.0 CGPA required for progression and graduation.

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.)

Associate of Science in Nursing

ASN Nursing

Nursing is a career that is in great demand. Nursing offers opportunities in multiple settings with individuals, families, and communities. The National American University (NAU) Nursing Associate of Science (ASN) degree will provide the student the knowledge and skills necessary to integrate practice theories and concepts from nursing, sciences, and humanities when providing comprehensive nursing care in a variety of settings. The program will provide competent graduates prepared to take the NCLEX-RN® exam. (Completion of the program does not ensure student eligibility to take the NCLEX-RN® exam. Students are responsible for meeting eligibility requirements for licensure designated by the Nurse Practice Act and the respective State Board of Nursing.)

Student Learning Outcomes

• Exhibit behaviors and characteristics congruent with the professional role.
• Utilize skills to promote communication and collaboration in the healthcare environment.
• Incorporate culturally sensitive information and care to promote health, prevent disease, restore health, and promote adaptation across the lifespan.
• Create a safe and effective environment.

Admissions Requirements

Admission to the nursing foundational core is based upon the 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. Spaces for the nursing clinical core are assigned on a competitive and space-available basis for each admission period.

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

- Admission to NAU must be made before application to the nursing clinical core.
- 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 cumulative grade point average (CGPA) of 2.8 on all nursing foundational courses must be accomplished by the student.
  - All nursing foundational courses must be completed by application.
  - All science courses must have been completed within five (5) years of application to the nursing foundational core. All science courses must have been achieved with a minimum "C".
  - General education nursing clinical core courses (SC1201, SC1370, PS2000, SO1050, or PS1050) may be completed prior to acceptance into the nursing clinical core. They are not nursing foundational courses and will not be calculated into the nursing foundational core needed 2.8 CGPA.
  - State-specific verification of active certification of a nursing assistant (CNA) must be on the completed application for admission into the nursing clinical core.
  - Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, Test of Essential Academic Skills (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from Assessment Technology Institute (ATI) to the program of application. The TEAS provide a means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score with no less than 14 days between testing.

The following must be submitted with the application (the cost of the following items is the student’s responsibility):

- 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 English competency.
- Successful background check through an agency selected by the NAU School of Nursing.
- State specific verification of active CNA must be on the completed application for admission into the nursing clinical core.
- Copy of current active CPR certification (American Heart Association for Healthcare Providers).
- Evidence of a health examination (current within six months of admission) completed and signed by a healthcare provider 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 chest x-ray (taken within five years) signed by a licensed professional.
- The ASN 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.
- Prior to applying to the nursing program clinical core, students must meet with a financial service representative to discuss program costs. This advising session will be documented in the student application packet.

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

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

ASN Requirements

108 Credits

Offered at the Zona Rosa campus.

Nursing Clinical Core (64)

<table>
<thead>
<tr>
<th>Nursing Clinical Core</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>NS1010 Introduction to Professional Nursing</td>
<td>2</td>
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<tr>
<td>NS1020 Health Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NS1030 Foundations of Nursing Practice</td>
<td>8</td>
</tr>
<tr>
<td>NS1031 Foundations of Nursing Practice - Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NS1040 Pharmacology I</td>
<td>4</td>
</tr>
<tr>
<td>NS1050 Adult Health Needs I</td>
<td>4</td>
</tr>
<tr>
<td>NS1051 Adult Health Needs I - Clinical</td>
<td>5</td>
</tr>
<tr>
<td>NS2011 Maternal/Child Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NS2012 Maternal/Child Nursing - Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NS2021 Mental Health Needs of Clients and Families</td>
<td>3</td>
</tr>
<tr>
<td>NS2022 Mental Health Needs of Clients and Families - Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NS2031 Adult Health Needs II</td>
<td>4</td>
</tr>
<tr>
<td>NS2032 Adult Health Needs II - Clinical</td>
<td>7</td>
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<tr>
<td>NS2040 Pharmacology II</td>
<td>1</td>
</tr>
<tr>
<td>NS3011 Complex Adult Health Needs</td>
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<tr>
<td>NS3012 Complex Adult Health Needs - Clinical</td>
<td>6</td>
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</tbody>
</table>
Academic Programs | National American University School of Nursing

General Education Core (44)

Nursing Foundational Core (27)

(Not Available for Block Transfer)

Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.5</td>
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</tbody>
</table>

Science

NOTE: All science courses must have been completed within five (5) years of application to the nursing foundational core.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1232</td>
<td>Human Anatomy and Physiology I with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SC1332</td>
<td>Human Anatomy and Physiology II with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SC1422</td>
<td>Microbiology with Lab</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
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</table>

Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1500</td>
<td>Algebra Elective</td>
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</tr>
<tr>
<td>MA2050</td>
<td></td>
<td>4.5</td>
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</tbody>
</table>

Nursing Clinical Core (17)

Science

NOTE: All science courses must have been completed within (five) 5 years of application to the nursing foundational core.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1201</td>
<td>Nutritional Foundations</td>
<td>2</td>
</tr>
<tr>
<td>SC1370</td>
<td>Pathophysiology</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
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</table>

Behavioral/Social Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS1050</td>
<td>Introduction to Psychology or</td>
<td>4.5</td>
</tr>
<tr>
<td>SO1050</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>PS2000</td>
<td>Human Growth and Development</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Minimum of 2.8 cumulative grade point average in the nursing foundational core.

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) 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.

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

Today’s organizations need business professionals who are dynamic leaders and informed decision-makers in order to be successful in the competitive global economy. This degree program is designed for persons seeking to upgrade their leadership skills and advance in organizations. Graduates will have a distinct advantage in being able to combine core business knowledge with insight and skills gained from the added dimension of course work in organizational leadership. These courses prepare students to be better leaders, to initiate change, to solve problems, and to foster more innovative learning environments.

Students who have an interest in combining the knowledge and skills gained through the study of organizational leadership with those acquired in the field of human resource management should consider completing the human resource management emphasis core courses as open elective options.

Student 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

Offered at all campuses except for Bellevue, Garden City, Overland Park, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program.

Organizational Leadership Major Core Credit Hours
(At least 18 of the following 37.5 credits must be taken with NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MT4050</td>
<td>Training and Development</td>
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</tr>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6570DC</td>
<td>International Business or</td>
<td></td>
</tr>
<tr>
<td>MT4300</td>
<td>Management Across Cultures</td>
<td>4.5</td>
</tr>
<tr>
<td>OL3100</td>
<td>Principles of Organizational Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4100</td>
<td>Organizational Culture and Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4200</td>
<td>Learning Organizations</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4300</td>
<td>Organizational Development and Change</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4501</td>
<td>Organizational Leadership Action</td>
<td>3</td>
</tr>
<tr>
<td>OL4551</td>
<td>Organizational Leadership Action</td>
<td>3</td>
</tr>
<tr>
<td>MT6500DC</td>
<td>Marketing Administration or</td>
<td></td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>3000+</td>
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<td>4.5</td>
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<tr>
<td>3000+</td>
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<td></td>
<td></td>
<td>37.5</td>
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Support Core

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC2760</td>
<td>Financial Accounting for Managers</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050 or EC2100</td>
<td>Macroeconomics or Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
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<tr>
<td>MT1050</td>
<td>Introduction to Business</td>
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<td>MG6500DC</td>
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<tr>
<td>MT3050</td>
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<td>3000+</td>
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Open Electives

36

General Education Core (66)
(Available for block transfer ##)

Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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<tr>
<td>SC</td>
<td>Science Electives</td>
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<td>HU</td>
<td>Humanities Electives</td>
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<tr>
<td>Behavioral/Social Science Electives</td>
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Mathematics

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<tr>
<td>MA2000</td>
<td>Quantitative Reasoning</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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General Education

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<tr>
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<tbody>
<tr>
<td>CS1200</td>
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<td>5</td>
</tr>
<tr>
<td>CS1300</td>
<td>College &amp; Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
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</table>

Total: 180 Credits

136

12
* 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.

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

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

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

Veterinary Technology: Associate of Applied Science Degree

This is an eight-quarter program with the last quarter consisting of an externship during which the student will work with a veterinarian in a veterinary office. The veterinary technology program is accredited by the American Veterinary Medical Association (AVMA). Students in this program are trained to assist veterinarians in all aspects of a veterinary practice including patient care, medication administration, surgical preparation, equipment maintenance, radiological procedures, laboratory procedures, public relations, and office procedures. Veterinary technicians do not diagnose, prescribe medications, or perform surgery. Upon graduation, the veterinary technician is qualified to take the National Veterinary Technician Exam and/or any other state exam required for registration, certification or licensure in that state.

The veterinary technology curriculum emphasizes laboratory and science courses such as clinical pathology, radiology, surgical assisting, and microbiology. These courses enable the technician to become a paraprofessional member of the veterinary medical team. This curriculum is not intended to prepare a student for admission to a school of veterinary medicine. The laboratory courses and externship program give the hands-on experience needed for development of skills for clinical situations. Students considering enrollment into this program are encouraged to concentrate on math and science in high school.

Recommended high school courses include algebra, biology, chemistry, and communication courses.

With the exception of biological concepts, general chemistry, and biochemistry, all science, animal science, and veterinary technology courses, including medical terminology, must be passed with a grade of "C" or above. All prerequisites for courses in the veterinary technology program must be passed with at least a "C" before the student is allowed to continue on to the next course.

Any student who fails to achieve a minimum of a "C" grade after the second attempt in a veterinary technology professional course will meet with an academic advisor to find a more suitable course of study.

Students enrolling in this program must possess hand/finger dexterity as well as the ability to restrain, handle, and/or lift large and small animals. Students entering the veterinary technology program must show proof of health insurance. If the student does not have current health insurance, he or she will be required to purchase coverage through the student health insurance program prior to the beginning of their first term.

Veterinary technicians may find positions working in research facilities, teaching institutions, zoos, animal parks, the military, veterinary clinics, feed, drug, and veterinary equipment companies, and the government. A career as a veterinary technician involves the excitement and challenge of veterinary medicine and the rewards of working with animals and their owners.

Admission Policy

All students applying for admission to the Veterinary Technology program, whose Academic Success Appraisal scores indicate the need for the ENG090 College Transitions – English OR MTH090 College Transitions – Mathematics seminars, will be placed in the Veterinary Assisting Diploma program. Following successful completion of the diploma program, students may enroll in the Veterinary Technology program for the subsequent academic year if they have met the GPA requirements of the Veterinary Assisting program as follows:

- An overall GPA of 2.5 for the program.
- A "B" or higher grade in SC1180 Basic Animal Anatomy, AH2320 Basic Clinical Procedures, and AH1520 Introduction to Small Animal Nutrition.
- A "C" or higher grade in the remaining Veterinary Assisting core classes.

The grade criteria listed would apply to all students wanting to move from the Veterinary Assisting program to the Veterinary Technology program regardless of their placement scores.

Student Learning Outcomes

Graduates of the program will:

- Demonstrate knowledge of basic domestic animal anatomy and physiology.
- Apply the ethical guidelines governing the conduct of veterinarians and veterinary technicians.
- Demonstrate fundamental knowledge specific to the veterinary technology field.
- Perform a wide range of veterinary technology skills to assist veterinarians in all aspects of practice.

Veterinary Technology: Associate of Applied Science Degree Requirements

134 Credits

Offered at Rapid City.

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

Animal Health Major Core | Credit Hours
--- | ---
AH1120* | Veterinary Medical Terminology | 4
AH1150* | Animal Technology Topics | 4
AH1160* | Principles of Animal Care | 0-1
AH1180* | | |
AH1500* | Introduction to Exotic Animals | 1
AH2230* | Animal Restraint I | 1
AH2240* | Animal Restraint II | 1
AH2300* | Clinical Pathology I | 2
AH2310* | Clinical Pathology I Lab | 2
AH2400* | Clinical Pathology II | 2

*(35 of the following 48 credits must be earned at NAU.)*
### General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CS1200</td>
<td>College and Career Success I</td>
<td>5</td>
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<tr>
<td>CS1300</td>
<td>College and Career Success II</td>
<td>5</td>
</tr>
<tr>
<td>CS2086</td>
<td>Career Path Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

* Professional course (minimum "C" grade required and prerequisite minimum "C" grade required)

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

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

### Veterinary Assisting Diploma

Veterinary assistants are becoming more important as valued members of the veterinary healthcare team in today’s modern practices.

This is a one-year program that prepares students to support veterinary technicians and veterinarians in a veterinary practice. Duties performed by veterinary assistants include animal restraint, preparing animals for surgery, care of surgical instruments and other equipment, care and feeding of in-patients, processing radiographs, and front office procedures. Veterinary assistants are not trained to give injections, take blood samples, perform laboratory procedures, administer anesthetics, monitor patients during anesthesia, or assist in surgery.

Students choosing to advance their career may become veterinary technicians by completing the veterinary technology program in an additional two years.

### Student Learning Outcomes

Graduates of the program will:

- Demonstrate fundamental knowledge specific to the veterinary assisting field.
- Perform basic skills required to assist veterinarians and veterinary technicians in a clinical setting.

### Veterinary Assisting Diploma Requirements

53 Credits

Offered at Rapid City.

### Veterinary Assisting Major Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH1120</td>
<td>Veterinary Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>AH1130</td>
<td>Basic Animal Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>AH1150</td>
<td>Animal Technology Topics</td>
<td>4</td>
</tr>
<tr>
<td>AH1160</td>
<td>Principles of Animal Care</td>
<td>0-1</td>
</tr>
<tr>
<td>AH180</td>
<td>Animal Care</td>
<td>1</td>
</tr>
<tr>
<td>AH1500</td>
<td>Introduction to Exotic Animals</td>
<td>1</td>
</tr>
<tr>
<td>AH1520</td>
<td>Introduction to Small Animal Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>AH2230</td>
<td>Animal Restraint I</td>
<td>1</td>
</tr>
<tr>
<td>AH2320</td>
<td>Basic Clinical Procedures</td>
<td>3</td>
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</table>

(A minimum of 16 of the following 32 credits must be earned at NAU.)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AH2380</td>
<td>Surgical Preparation</td>
<td>3</td>
</tr>
<tr>
<td>AH2700</td>
<td>Veterinary Office and Hospital Management</td>
<td>4</td>
</tr>
<tr>
<td>AH, AS or</td>
<td>Veterinary Assisting Electives</td>
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</tr>
<tr>
<td>SO1800</td>
<td>Community Volunteer Practicum</td>
<td>4</td>
</tr>
<tr>
<td>CI2180</td>
<td>Veterinary Software Applications</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
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</table>

### General Education Core (21)

#### Communications
- EN1150 Composition I 4.5
- **4.5**

#### Humanities/Behavioral/Social Science
- Humanities/Behavioral/Social Science Elective 4.5
- **4.5**

### General Education
- CS1200 College and Career Success I 5
- CS1300 College and Career Success II 5
- CS2086 Career Path Planning 2
- **12**

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

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

AC1060 - Principles of Accounting I - 4.5 Credits
This is an introductory course to the world of accounting. The student will learn basic accounting principles and terminology to classify and record transactions, prepare adjusting and closing entries, account for inventory and prepare financial statements. The student will also learn accounting principles and concepts applicable to assets, including cash. Prerequisite: CS1300 and MT1050.
Delivery: on campus and online.

AC1160 - Principles of Accounting II - 4.5 Credits
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.
Delivery: on campus and online.

AC1260 - Principles of Accounting III - 4.5 Credits
This course introduces students to the fundamental concepts of management accounting. The focus is on the accounting tools that managers will find useful in today's business environment. Topics include job order and process costing, activity-based costing, cost-volume-profit analysis, short term business decisions, capital investment and the time value of money, in addition to the master budget, and flexible budgets. Prerequisite: AC1160.
Delivery: on campus and online.

AC2050 - Accounting Software Applications - 4.5 Credits
This course provides experience in establishing and using computer-based accounting systems for service and merchandising businesses. Prerequisite: AC1160 and CS1300.
Delivery: on campus and online.

AC2760 - Financial Accounting for Managers - 4.5 Credits
This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making. Prerequisite: CS1300 and MT1050.
Delivery: on campus and online.

AC2810 - AAS Accounting Internship - 4.5 Credits
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.
Delivery: on campus.
AC3050 - Intermediate Accounting I - 4.5 Credits
An in-depth study of accounting concepts, principles, and processes is presented. Concepts learned in the principles courses are reviewed with emphasis on contemporary accounting theory.
Prerequisite: AC1160
Delivery: on campus and online

AC3100 - Intermediate Accounting II - 4.5 Credits
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
Delivery: on campus and online

AC3150 - Intermediate Accounting III - 4.5 Credits
Analytical techniques related to revenue recognition, interperiod tax allocation, pensions, leases, and accounting changes and errors are studied. Preparation of the statement of cash flows, basis financial statement analysis, and full disclosure are also emphasized.
Prerequisite: AC3100
Delivery: on campus and online

AC3170 - Accounting Topics and Issues - 1.5 Credits
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.
Delivery: on campus and online

AC3171 - Accounting Topics and Issues - 3 Credits
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.
Delivery: on campus and online

AC3200 - Cost Accounting - 4.5 Credits
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
Delivery: on campus and online

AC3400 - Federal Income Tax I - 4.5 Credits
This course is the first in a series that studies federal income tax law and its application to individuals, corporations, partnerships, and other special considerations. After a brief review of the history of taxation in the U.S., the objective of the federal income tax law, and administration of the tax law, this course focuses on the individual taxpayer. Case problems involve preparation of the individual tax return and supporting schedules.
Prerequisite: AC1160
Delivery: on campus and online

AC3450 - Federal Income Tax II - 4.5 Credits
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
Delivery: on campus and online

AC3560 - Accounting Information Systems - 4.5 Credits
This course focuses on accounting information systems and their control aspects, including administrative, operational, and security controls. Students will explore the information system's role in allowing business entities to maintain their financial accounting records.
Prerequisite: AC1260 and CS1300
Delivery: on campus and online

AC3565 - Accounting for Governmental Entities - 4.5 Credits
An in-depth study of state and local government accounting concepts, principles, and processes is presented.
Prerequisite: AC3150
Delivery: campus and online

AC4050 - Advanced Accounting I - 4.5 Credits
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
Delivery: on campus and online

AC4100 - Advanced Accounting II - 4.5 Credits
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
Delivery: on campus and online
AC4140 - Advanced Accounting III - 4.5 Credits
The course develops the concepts and procedures for partnerships; including initial formation, admission of new partners, retirement partners and partnership liquidation. The accounting for state and local governments and for private not-for-profit organizations are explained. The requirements for estates and trusts are also covered.
Prerequisite: AC4100
Delivery: on campus and online

AC4200 - Auditing I - 4.5 Credits
This course is an introduction to a series of courses in auditing. It emphasizes the philosophy and environment of the auditing profession. Special attention is given to the nature and economic purpose of auditing, auditing standards, professional conduct, legal liability, audit evidence, audit planning, internal control considerations, audit sampling, audit working papers, and general records.
Prerequisite: AC3150
Delivery: on campus and online

AC4250 - Auditing II - 4.5 Credits
This course continues the study of the auditing profession. Particular attention is given to internal controls and obtaining evidence about the various financial statement accounts, the auditor's reporting responsibilities, and other attestation and accounting services. The course concludes with a discussion of internal compliance and operational auditing.
Prerequisite: AC4200
Delivery: on campus and online

AC4291 - Accounting Case Analysis - 4.5 Credits
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.
Prerequisites: AC3150, AC3200, AC3450, and AC4250
Delivery: on campus and online

AC4700-4740 - Accounting Internship - 4.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business 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
Delivery: on campus

AC1900-4990 - Special Topics in Accounting - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

ANIMAL HEALTH (AH)

AH1120 - Medical Terminology - 4 Credits
This course is intended specifically for students who will be required to have a working knowledge of veterinary medical vocabulary as it is related to veterinary medical records, laboratory reports, and general communication in veterinary health care settings.
Delivery: on campus

AH1130 - Animal Anatomy - 4 Credits
This course is an introduction to anatomy of domestic animals. Parts of the animal and the skeleton will be emphasized. In addition, major muscles, vessels, nerves, and organs will be identified and their primary functions discussed.
Delivery: on campus

AH1150 - Animal Technology Topics - 4 Credits
This lecture and lab course introduces the student to the profession of veterinary medicine and the care and handling of small animals. Veterinary ethics, technician duties, and job opportunities are covered, as well as basic care of dogs and cats.
Delivery: on campus

AH1160 - Principles of Animal Care - 0 Credits

AH1170 - Principles of Animal Care - 0 Credits

AH1180 - Principles of Animal Care - 1 Credit
The intent of this course is to provide the student with a background in basic small animal care and sanitation. In addition, animal observation and handling are covered.

AH1500 - Introduction to Exotic Animals - 1 Credit
This course is an introduction to exotic animals. Topics covered include information on pot-bellied pigs, birds, reptiles, ferrets, llamas, and ratites. Additional subjects may be discussed if time permits.
Delivery: on campus

AH1520 - Introduction to Small Animal Nutrition - 1 Credit
The intent of this course is to introduce the student to basic nutrition of dogs and cats. Diets for various life stages, as well as prescription diets, will be covered.
Delivery: on campus

AH1800 - Clinical Experience - 1 Credit
This course is designed to familiarize the student with the everyday operations of a veterinary practice.
Prerequisite: AH1150
Delivery: on campus

AH2200 - Introduction to Equine Husbandry - 2 Credits
This course is designed to give students the opportunity to observe and participate in activities involved in the management of an equine operation.
Delivery: on campus
AH2230 - Animal Restraint I - 1 Credit
An introduction to the principles of restraint with emphasis on large animal restraint techniques.
Delivery: on campus

AH2240 - Animal Restraint II - 1 Credit
This course emphasizes restraint and clinical applications of large animals.
Prerequisite: AH2230
Delivery: on campus

AH2300 - Clinical Pathology I - 2 Credits
This is a study of clinical diagnosis of animal diseases by the examination of body fluids. The course lecture deals with hematology and urinalysis.
Prerequisites: SC1240 and SC1354
Delivery: on campus

AH2310 - Clinical Pathology I Lab - 2 Credits
This course emphasizes laboratory exercises using techniques learned in Clinical Pathology I.
Prerequisite: SC1354
Delivery: on campus

AH2320 - Basic Clinical Procedures - 3 Credits
The course is designed to cover basic pharmacy, laboratory, and radiological techniques. The student will learn to assist the veterinary technician in dispensing medications, setting up lab tests, and processing radiographs.
Delivery: on campus

AH2350 - Bovine Reproductive Management - 1 Credit
This course is designed to acquaint veterinary technicians with common problems in cattle reproduction, obstetrics, and neonatal care, and their prevention or treatment. Semen collection and handling will also be covered.
Prerequisite: Instructor approval
Delivery: on campus

AH2380 - Surgical Preparation - 3 Credits
The course is designed to train students to assist veterinary technicians in preparing patients for surgery by clipping and performing the surgical scrub, Instrument identification and care, preparation of surgical packs, and monitoring patients after surgery are included.
Delivery: on campus

AH2400 - Clinical Pathology II - 2 Credits
This course is a continuation of the study of clinical diagnosis of animal diseases. The course lecture deals with clinical chemistry, cytology, semen analysis, and serology.
Prerequisite: AH2300
Delivery: on campus

AH2410 - Clinical Pathology II Lab - 2 Credits
This course provides instruction in laboratory testing using body fluids to aid in diagnosis of animal diseases.
Prerequisite: AH2310
Delivery: on campus

AH2450 - Acupressure for Animals - 4 Credits
This course is designed to familiarize the student with various alternative healthcare modalities and to provide hands-on experience with acupressure techniques.
Delivery: on campus

AH2500 - Laboratory Animal Science - 1 Credit
This course is an introduction to laboratory animal science and technology. The student will learn breeds of laboratory animals including mice, rats, guinea pigs, hamsters, gerbils, rabbits, and primates. Animal husbandry such as care, handling, reproduction, and disease processes will be stressed. The student will also be exposed to legal requirements, anesthesia, and common laboratory animal procedures.
Prerequisite: AH1150 and (SC1180 or SC1240)
Delivery: on campus

AH2700 - Veterinary Office and Hospital Management - 4 Credits
This course deals with the successful personnel and financial management of a veterinary practice. Topics such as front-office procedures, bookkeeping, and inventory will be covered.
Prerequisite: AH1150
Delivery: on campus

AH2750 - Principles of Avian Care - 2 Credits
This course is an introduction to avian care. Topics covered include avian identification, avian behavior, proper handling and restraint techniques, basic nutrition and husbandry, avian diseases, common laboratory procedures, and basic treatment techniques.
Prerequisite: AH1500
Delivery: on campus

AH3000 - Small Animal Dentistry - 2 Credits
This course is intended to introduce the student to basic dental care of companion animals. Oral anatomy, dental prophylaxis including teeth cleaning and polishing, dental wellness, and home care will be covered.
Delivery: on campus

AH3100 - Companion Animal Loss and Client Bereavement - 2 Credits
This course explores the human-companion animal bond and its effect on bereavement and the grief process. Also included are the effects of pet loss on the veterinary staff and management techniques used to help staff cope with these effects.
Delivery: on campus

AH3150 - Animal Clinic - 4 Credits
Basic principles relating to domestic animals, humane care, caging, housing, nutrition, and husbandry practices will be covered. The student will also become familiar with tasks related to handling, care, treatment, and usage of animals in a clinical situation or production unit.
Prerequisite: Program coordinator or chair approval
Delivery: on campus
AH3200 - Radiological Procedures - 3 Credits
This course explores the principles of radiology and radiological safety. Instruction in radiological techniques such as patient positioning, technique chart preparation, film exposure, and film processing are emphasized.
Prerequisite: SC1320
Delivery: on campus

AH3350 - Anesthesia for Veterinary Technicians - 2 Credits
This course is designed to prepare veterinary technician students for AH3400, Anesthesiology and Surgical Procedures. Principles of veterinary anesthesia will be covered. Patient preparation, pre-anesthetic protocols, general anesthesia and recovery, anesthetic equipment, and pain management will be included.
Prerequisite: Program coordinator or chair approval
Delivery: on campus

AH3400 - Anesthesiology and Surgical Procedures - 4 Credits
This is a course designed to acquaint veterinary technicians with normal surgery room procedures, instrumentation, anesthesia, and monitoring.
Prerequisite: Program coordinator or chair approval
Delivery: on campus

AH3450 - Veterinary Technician Skills Review - 1 Credit
This course is intended for the veterinary technician student who needs to review hands-on skills before enrolling in the Practicum (Externship). The student will be required to perform skills used by veterinary technicians in a clinical setting such as venipuncture, IV catheter placement, anesthetic administration and monitoring, surgical assisting, animal restraint procedures, and performance of laboratory tests.
Prerequisite: Program coordinator or chair approval
Delivery: on campus

AH3700-3720 - Veterinary Technician Practicum (Externship) - 8-12 Credits
The student receives actual experience with selected veterinary clinics, hospitals, and animal care facilities where work is performed under the direct supervision of practicing veterinarians.
Prerequisite: Program coordinator or chair approval
Delivery: on campus

AH1900-3990 - Special Topics in Animal Health - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

ANIMAL SCIENCE (AS)

AS1250 - Introduction to Animal Science - 4 Credits
This course is an introduction to the husbandry of cattle, sheep, horses, swine and poultry, including breed identification, selection and breeding, animal products, basic management techniques, and practical nutrition. The student will become familiar with the terminology used in the livestock industry, thus preparing for future employment or further study. A laboratory consisting of basic livestock handling techniques, physical examination, and restraint of large animals is included. In addition, field trips to local farms, ranches, and other livestock facilities will be arranged.
Delivery: on campus

AS2070 - Horse Production - 4 Credits
This course is an introduction to the husbandry of horses, including breed identification, selection and breeding, basic management techniques, and nutrition.
Prerequisite: SC1180 and SC1240
Delivery: on campus

AS2350 - Animal Diseases and Prevention I - 4 Credits
Concepts of disease control, prevention, and treatment are studied in this course. In addition, specific diseases of small domestic animals are discussed.
Prerequisite: AS1250 and SC1320
Delivery: on campus

AS2360 - Animal Diseases and Prevention II - 1 Credit
This course is a continuation of Animal Diseases and Prevention I. Diseases of large animal species including horses, cattle, sheep, and swine will be covered.
Prerequisite: AS2350
Delivery: on campus

AS2500 - Animal Reproduction - 4 Credits
This course is a review of functional anatomy of reproduction followed by detailed studies of the physiology of reproduction including endocrinology, reproductive life cycles, mammalian semen, gestation, prenatal physiology and parturition, reproductive failure, and techniques for improving reproductive efficiency.
Prerequisite: AS1250 and SC1320
Delivery: on campus

AS2600 - Applied Animal Nutrition - 4 Credits
This course is an introduction to the basic principles of nutrition and feeding applicable to dogs, cats, horses, and cattle.
Delivery: on campus

AS1900-3990 - Special Topics in Animal Science - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

INFORMATION TECHNOLOGY (CI)

CI1150/CS1150 - Introduction to Computer Information Systems - 4.5 Credits
See CS1150

CI1230/MT1230 - Spreadsheets for Windows - 4.5 Credits
Spreadsheets for Windows is a course that teaches students what a spreadsheet is and how it is used in business. Topics covered in the course include creating, editing and formatting worksheets and charts, integrating worksheet data with various programs, working with multiple worksheets, and importing data.
Prerequisite: CS1300  
Delivery: on campus and online

CI1320 - Computer Concepts - 4.5 Credits
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: CS1300  
Delivery: on campus and online

CI1420 - Principles of Programming - 4.5 Credits
Principles of Programming is designed to be a first course in computer programming. Students will learn how to design and write programs that will be error-free, reliable, and easy to modify and maintain. After completing the course, students will have a firm foundation in the concepts and techniques of 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)  
Delivery: on campus and online

CI2011 - Introduction to Database - 4.5 Credits
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  
Delivery: on campus and online

CI2020 - Visual Basic - 4.5 Credits
This course provides support for student learning related to Microsoft Visual Basic.NET. Students are introduced to the Visual Studio.NET Integrated Development Environment (IDE) used to create VB.net applications. Prior procedural programming methods are enhanced by developing object-oriented procedures to gather information from users, perform internal processing needed to apply application logic and then return a result to a form. Discussion topics include memory allocation methods, if else logic structures for decision making, for next and do until looping structures, segmenting logic with sub procedures and functions, and use of multiple forms to support application requirements.
Prerequisite: CI1420  
Delivery: on campus and online

CI2180 - Veterinary Software Applications - 2 Credits
This course is designed to provide hands-on experience in veterinary software applications.
Prerequisite: CS1300  
Delivery: on campus

CI2211 - Internetworking Fundamentals - 4.5 Credits
Students will develop a foundation in current networking technologies, including, local area networks (LANs), wide area networks (WANs), the Internet, and the hardware and software associated with networking. This also includes: terminology, components, design and connectivity, 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  
Delivery: on campus and online

CI2440 - Introduction to Computer Security - 4.5 Credits
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  
Delivery: on campus and online

CI3010 - Linux - 4.5 Credits
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  
Delivery: on campus and online

CI3020 - Intermediate Visual Basic - 4.5 Credits
The student is introduced to programming in the Windows environment using Visual Basic.Net as a tool. Students will write business applications to illustrate the features of the language. Students will cover the Windows environment, events, objects, properties, methods, program design, logic design, data arrays, control arrays, data manipulation, subroutines, input/output, and data structures.
Prerequisite: CI2020 and CI3091  
Delivery: on campus and online

CI3091 - Database Design and Management - 4.5 Credits
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 addressed.
Prerequisite: CI2011
Delivery: on campus and online

CI3155 - Computer Ethics - 4.5 Credits
Students will be exposed to extensive and topical coverage of computer and technology-related ethics issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, and compliance. Students will gain an excellent foundation in ethical decision-making for current and future business managers and IT professionals.
Prerequisite: CI3130 and EN1300
Delivery: on campus and online

CI3130 - Web Site and Web Application Design - 4.5 Credits
In this course, students learn to design, create and publish web pages using an industry standard WYSIWYG tool. Web application designs will incorporate graphics, tables, forms, database, and multimedia that function not only as visual elements, but also as navigational and informational elements within the site.
Prerequisite: CI3130 and EN1300
Delivery: on campus and online

CI3315 - Web Design and Programming - 4.5 Credits
This course continues to develop the student’s competency in 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
Delivery: on campus and online

CI3380 - Client Side Scripting and Open Communication - 4.5 Credits
In this course, students will continue to develop a deeper understanding of HTML, DHTML, XHTML, and JavaScript. 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: CI3310
Delivery: on campus and online

CI3510/MT3500 - Managing Information - 4.5 Credits
See MT3500

CI3679 - Windows Operating System and Server Administration Fundamentals - 4.5 Credits
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: CI3320 and CI2211
Delivery: on campus and online

CI3680 - Java Programming - 4.5 Credits
This course is designed to be an introduction to the Java programming language. This course will cover programming concepts beginning with the fundamentals of data types, control structures, methods, classes, applets, arrays and strings, and concludes with advanced topics such as inheritance and the creation of user interfaces. Upon completion of this course, the student will be able to design and implement Java applications that are secure and scalable.
Prerequisite: CI1420
Delivery: on campus

CI3689 - Querying Microsoft SQL Server 2012 - 4.5 Credits
This course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2012. This course is the foundation for SQL Server-related disciplines. Students write queries to retrieve data from single and multiple tables, use built-in functions, execute subqueries, sort data, use window ranking, filter data, use window ranking, and aggregate functions, query SQL Server metadata, program with T-SQL and improve query performance. This course helps to prepare for Microsoft exam 70-461.
Prerequisite: CI13091
Delivery: on campus and online

CI3710 - Internet Security - 4.5 Credits
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 security.
Prerequisite: CI2211 and CI2440
Delivery: on campus and online

CI3715 - Cybercrime and Information Systems - 4.5 Credits
Students will be introduced to fundamental principles in the field of cybercrime and will be exposed to a variety of computer related crimes, 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
Delivery: on campus and online

CI3725 - Network Security - 4.5 Credits
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
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Implementation, firewall design and implementation, virtual private networks, packet filters, and network traffic signatures. Prerequisite: CI3710
Delivery: on campus and online

CI4119 - Installing and Configuring Windows Server 2012 - 4.5 Credits
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Server 2012 to operate in a Windows networking infrastructure. Skills covered are file and print services, network services and access, and network policy server infrastructure. Additional skills covered are to configure and manage Active Directory and Group Policy Objects.
This course will help the student prepare for the following Microsoft exam: 70-410 Installing and Configuring Windows Server 2012.
Prerequisite: CI2211
Delivery: on campus and online

CI4209 - Administering Microsoft SQL Server 2012 Databases - 4.5 Credits
This course develops student understanding of data warehousing as a solution. Organizations use to centralize business data for reporting and analysis. This course covers implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment; and helps prepare students for the 70-412 exam which addresses advanced configuration and service tasks for deploying, managing, and maintaining a Windows Server 2012 infrastructure. This includes identity management, network load balancing, business continuity, disaster recovery, fault tolerance, and rights management.
Prerequisite: CI4129
Delivery: on campus and online

CI4159 - Designing and Implementing a Server Infrastructure - 4.5 Credits
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
Delivery: on campus and online

CI4169 - Implementing an Advanced Server Infrastructure - 4.5 Credits
The course addresses the sequence needed to plan, design, and deploy a physical and logical Windows Server 2012 Active Directory Domain Services infrastructure. Students will learn how to plan and implement some of the more advanced features available in Windows Server 2012, and helps prepare students for the 70-414 exam.
Prerequisite: CI4159
Delivery: on campus and online

CI4219 - Implementing a Data Warehouse with Microsoft SQL Server 2012 - 4.5 Credits
This course develops student understanding of data warehousing as a solution. Organizations use to centralize business data for reporting and analysis. This course covers implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment; and helps prepare students for the 70-412 exam which addresses advanced configuration and service tasks for deploying, managing, and maintaining a Windows Server 2012 infrastructure. This includes identity management, network load balancing, business continuity, disaster recovery, fault tolerance, and rights management.
Prerequisite: CI4209
Delivery: on campus and online

CI4220/MT4230 - Project Management - 4.5 Credits
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.
CI4221 - Systems Analysis and Design - 4.5 Credits
This course covers the full process of information systems development. Students will learn the concepts, skills, methodologies, techniques, and tools necessary for a systems analyst to successfully develop information systems. It includes the development of systems "blueprints" guided by the use of a Systems Development Life Cycle used for systems implementation. Topics of discussion include: in-house software development, programming languages and tools used to test software. The student will also learn techniques that will allow them to develop projects in a team environment.
Prerequisite: CI4220 and Junior status
Delivery: on campus and online

CI4223 - Integrative Systems Project - 6 Credits
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
Delivery: on campus and online

CI4229 - Implementing Data Models and Reports with Microsoft SQL Server 2012 - 4.5 Credits
This course teaches students how to empower information workers through self-service analytics and reporting. Students will learn how to implement multidimensional analysis solutions, create PowerPivot and tabular data models, deliver rich data visualizations with PowerView and SQL Server Reporting Services, and discover business insights by using data mining. This course helps prepare students for exam 70-466.
Prerequisite: CI4219
Delivery: on campus and online

CI4230 - Server-Side Scripting - 4.5 Credits
This course explores the server-side programming tasks needed to develop dynamic web sites. The student will learn to design and implement the server-side components to create web pages from databases based on user input. Students examine methods associated with building ASP.NET applications using Visual Studio.NET, Microsoft Internet Information Server (IIS) and Microsoft SQL Server.
Prerequisite: CI1420, CI2020, CI3091, and CI3380
Delivery: on campus and online

CI4239 - Designing Business Intelligence Solutions with Microsoft SQL Server 2012 - 4.5 Credits
This course teaches students how to design and implement a BI infrastructure. The course discusses design, installation and maintenance of a BI platform. This course helps students prepare for exam 70-467.
Prerequisite: CI4229
Delivery: on campus and online

CI4291 - Interconnecting Cisco Network Devices I - 4.5 Credits
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: CI2211 and CI1320
Delivery: on campus and online

CI4292 - Interconnecting Cisco Network Devices II - 4.5 Credits
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
Delivery: on campus and online

CI4710 - Forensic Methods - 4.5 Credits
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: CI1370
Delivery: on campus and online

CI4800-4840 - Information Technology Internship - 4.5-13.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business environment. The student's responsibility is agreed upon in advance by the student's advisor, the business entity, and the student. Successful completion requires a written report by the student detailing the experience gained during the internship and successful completion of the projects assigned by the business supervisor(s). The student earns either a "Satisfactory" or " Unsatisfactory" grade.
Prerequisite: Senior status
Delivery: on campus

CI1900-4990 - Special Topics in Information Technology - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus
CRIMINAL JUSTICE (CJ)

CJ1000 - Introduction to Criminal Justice - 4.5 Credits
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.
Delivery: on campus and online

CJ1200 - Report Writing in Criminal Justice - 3 Credits
This course will introduce the student to the specific writing 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.
Delivery: on campus and online

CJ1500 - Criminological Theory - 4.5 Credits
This course presents the historical development of the major theoretical schools of criminological explanations for crime and criminal behavior. The major assumptions, policies, and critiques of the classical and positivist theory schools are presented. New evolutions in crime and criminological theories are discussed.
Prerequisite: CJ1000
Delivery: on campus and online

CJ2100 - Criminal Law - 4.5 Credits
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
Delivery: on campus and online

CJ2140 - Crime Analysis - 3 Credits
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.
Prerequisite: CJ1200
Delivery: online

CJ2150 - Professionalism and Ethics in Criminal Justice - 4.5 Credits
This course introduces the practice of professional behavior and decision making for criminal justice practitioners. The major decision-making tools for dealing with the potential for coercion, the misuse of authority in criminal justice work, and managing temptation are presented.
Prerequisite: CJ1500
Delivery: on campus and online

CJ2200 - Policing in U.S. Society - 4.5 Credits
This course presents the philosophy and history of law enforcement, the Constitutional controls imposed on law enforcement, the agencies and organizations of law enforcement, and the role and function of law enforcement in the criminal justice process.
Prerequisite: CJ1250
Delivery: on campus and online

CJ2300 - Diversity and Criminal Justice - 4.5 Credits
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: CJ2200
Delivery: on campus and online

CJ2240 - Introduction to Private Security - 4.5 Credits
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
Delivery: online

CJ2250 - Introduction to Forensics in Criminal Justice - 4.5 Credits
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 to law enforcement and criminal justice.
Prerequisite: CJ2200
Delivery: on campus and online

CJ2300 - U.S. Courts - 4.5 Credits
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
Delivery: on campus and online

CJ2400 - U.S. Corrections - 4.5 Credits
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
Delivery: on campus and online

CJ2700 - Cybercrime in Criminal Justice - 4.5 Credits
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.
Prerequisite: CJ2200 and CS1300
Delivery: on campus and online

CJ3000 - Victimology - 4.5 Credits
This course presents a survey of the literature, research, and current trends concerning the victim of crime with emphasis placed on victim rights and compensation in the criminal justice process, the extent of victimization, and the impact of victimization on the individual.
Prerequisite: CJ2100
Delivery: on campus and online

CJ3010/PL3010 - White-Collar Crime and the Law - 4.5 Credits
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: CJ1000 and EN1150
Delivery: online

CJ3020/PL3020 - Serial Killers and the Law - 4.5 Credits
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
Delivery: online

CJ3030/PL3030 - Hate Crimes and the Law - 4.5 Credits
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 and EN1150
Delivery: online

CJ3050 - Loss Prevention, Crime Prevention, and Hospital Security - 4.5 Credits
This course analyzes the theoretical and practical foundation of security in regards to security risk assessments, loss and crime prevention for a variety of business types; including medical treatment facilities. Asset management, access control, crime prevention strategies, school and campus safety, wireless and technological advances in security, and terrorism, natural disasters, emergency response, and data analysis are just some of the topics discussed in this course.
Prerequisite: CJ2240
Delivery: online

CJ3100 - Criminal Investigation - 4.5 Credits
This course provides an explanation of scientific crime detection and the techniques for case management and documentation, the concept of proof, and the impact of evolving technology on the investigative process.
Prerequisite: CJ2100
Delivery: on campus and online

CJ3200 - Police Issues and Practices - 4.5 Credits
This course discusses contemporary issues in policing from a systems perspective. The practice of policing in a complex environment creates consequences for the community and the criminal justice system that must be addressed with analytical and appropriate solutions. Emphasis in this course is placed on those issues, and the continuous evolving efforts to address the problems facing law enforcement.
Prerequisite: CJ2200
Delivery: on campus and online

CJ3300 - Juvenile Justice and Delinquency - 4.5 Credits
This course presents the nature and extent of juvenile delinquency, the theories of juvenile offending and rehabilitation, an overview of the juvenile justice system and how it differs from the adult system, the history and unique philosophy of the juvenile court, juvenile court practices and procedures, and the relationship between juvenile offenders and policing and corrections.
Prerequisite: CJ2100
Delivery: on campus and online

CJ3400 - Constitutional Law in Criminal Justice - 4.5 Credits
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
Delivery: on campus and online

CJ3500 - Forensic Photography - 3 Credits
This course is specifically for the forensic student and the up-to-date, state-of-the art class text offers a complete look at forensic photography. 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 its applications to law enforcement personnel, firefighters, insurance investigators, and private detectives.
Prerequisite: CJ2250 or CJ3100
Delivery: online
CJ3700 - Community Policing - 3 Credits
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
Delivery: online

CJ4000/PL4000 - Psychology and the Law - 4.5 Credits
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: PS1050
Delivery: online

CJ4200 - Forensic Chemistry - 4.5 Credits
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
Delivery: online

CJ4210 - Introduction to Forensic Archeology - 3 Credits
This course is a survey of methods for locating buried remains. It instructs the police officer, investigator, forensic scientists, archeologist, pathologist, international human rights workers, and lawyers in methods of recovery of remains, the decay of human remains and associated evidence, the use of DNA, and dating the time of death.
Prerequisite: CJ2250 or CJ3100
Delivery: online

CJ4220 - Medicolegal Investigation of Death - 4.5 Credits
Understanding the entire death investigation process (whether it be homicide, suicide, accident or natural), with all of its nuances, makes a detective a better death investigator. This class addresses how one should go about conducting a death investigation from understanding the death process, the first officers’ responses upon arrival, the victim and the victimology, the preliminary versus the follow up investigation and the issues presented at a crime scene. It further delves into investigating equivocal deaths, the art of reconstructing the facts of the case, the investigative interviewing process, to a review of common mistakes found in other cases considering the legal issues at hand.
Prerequisite: CJ1000, CJ2250
Delivery: online

CJ4300 - Drugs and Alcohol in Criminal Justice - 4.5 Credits
This course presents an overview of the description, classification, and analysis of the extent of the drug problem and the role of drugs in criminal behavior, as well as an overview of the most serious drug abuse problem, alcohol abuse, with an emphasis on the physiological and social aspects of alcohol use and abuse, social control measures and its role in criminal behavior.
Prerequisite: CJ2100
Delivery: on campus and online

CJ4400 - Investigation of Sex Crimes - 4.5 Credits
This course is a comprehensive overview of methods for locating buried remains, the use of scientists, archeologist, pathologist, international human rights workers, and lawyers in methods of recovery of remains, the decay of human remains and associated evidence, the use of DNA, and dating the time of death. It further delves into investigating equivocal deaths, the art of reconstructing the facts of the case, the investigative interviewing process, to a review of common mistakes found in other cases considering the legal issues at hand. It presents an overview of the description, classification, and analysis of the extent of the drug problem and the role of drugs in criminal behavior, as well as an overview of the most serious drug abuse problem, alcohol abuse, with an emphasis on the physiological and social aspects of alcohol use and abuse, social control measures and its role in criminal behavior.
Prerequisite: CJ1000
Delivery: online

CJ4430 - Computer Forensic Investigations - 4.5 Credits
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.
Prerequisite: CJ1000
Delivery: online

CJ4450 - Security Operations Theory - 4.5 Credits
This class presents a global view of security along with the practical application of physical, financial, and cyber security principles. Covered material include 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.
Prerequisite: CJ1000
Delivery: online
CJ4500 - Homeland Security and Terrorism - 4.5 Credits
This course presents the various forms of terrorism and the explanations for terrorism from a theoretical and sociological perspective to be able to explain the causes of past, current, and new forms of terrorist behavior. Operational responses to terrorism are discussed, with special emphasis on the role of Homeland Security.
Prerequisite: CJ2100 and EN1300
Delivery: on campus and online

CJ4600 - Criminal Justice Administration - 4.5 Credits
This course provides an overview of the principles and practices of administration and their applications to policing, courts, and corrections with an emphasis on the application of theoretical administrative concepts to practical criminal justice problems.
Prerequisite: CJ2100 and EN1300
Delivery: on campus and online

CJ4700 - Applied Research Methods - 4.5 Credits
This course introduces the criminal justice student to the applied research activities of the criminal justice professional, including how to interpret criminal justice research, how to evaluate a criminal justice policy or program, and how to design an applied study for a criminal justice organization and for grant program evaluation.
Prerequisite: CJ2100 and EN1300
Delivery: on campus and online

CJ4800-4820 - Criminal Justice Internship - 4.5-13.5 Credits
This course is a supervised work experience in an approved criminal justice or social agency setting completed during the senior year for the bachelor's degree and during the sophomore year for the associate degree. The experience is designed to provide the student with an opportunity to apply academic learning in professional situations. The work experience assignment must be approved by the department and the student must be assigned to a faculty supervisor.
Prerequisite: Sophomore status for AAS and Senior status for BS
Delivery: on campus and online

CJ4900 - Criminal Justice Capstone - 4.5 Credits
This course is the final application and explanation course for the criminal justice degree. In this course students will focus upon making a connection between course content, skills learned and applied contexts; self-reflection pertaining to their individual criminal justice college experience, and criminal justice employment issues. Emphasis will be placed on using theory and case studies to explain policy, the use of research results to inform and or evaluate policy, enhanced understanding of criminal justice operations, the use of professional decision making and leadership skill, and the enhancement of communications in criminal justice work.
Prerequisite: All other CJ courses must be completed prior to course enrollment
Delivery: on campus and online

CJ1900-4990 - Special Topics in Criminal Justice - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus and online

CL INICAL LABORATORY (CL)

CL1010 - Introduction to Medical Laboratory Techniques and Instrumentation - 3 Credits
This course explores medical/clinical laboratory health career options, accrediting and certifying agencies, administrative law, and the educational requirements of various laboratory practitioners. Laboratory safety regulations and procedures are heavily emphasized and consistently followed during laboratory exercises. Students learn about laboratory glassware and general laboratory equipment including: centrifuges, microscopes, pipettes, balance scales, spectrophotometers, and pH meters. (2 hours lecture & 2 hours lab per week)
Delivery: on campus

CL1020 - Specimen Collection - 3 Credits
The collection of blood specimens by venipuncture, skin puncture, and arterial puncture is addressed in this course. Students will learn about preanalytic 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 will explain proper collection procedures to simulated patients. (2 hours lecture, 2 hours lab per week)
Delivery: on campus

CL1051 - Laboratory Calculations and Quality Control - 3 Credits
This course focuses on general calculations used in the laboratory, including normality, molality, and concentrations. The metric system, scientific notation, exponentials, significant figures, and the graphing of data points are reviewed. Formulas commonly used in Chemistry, Urinalysis, and Hematology are explained. Concepts of quality control and quality assurance are discussed. The mean, standard deviation, and coefficient of variation are calculated and interpreted. Westgaard’s rules are used to evaluate quality control results. (2 hour lecture & 2 hours lab per week)
Prerequisite: MA1500
Delivery: on campus

CL1051 - Basic Immunology and Serology with Lab - 3 Credits
This course explains the body’s innate and acquired immune responses. Lymphocytes, major histocompatibility complexes, antibodies, cytokines, and complement are emphasized. Abnormalities within the immune system are related to specific disease states. Laboratory testing of those abnormalities is discussed and analyzed. Serological point of care testing is performed. (2.5 hours lecture, 1 hour lab per week)
Prerequisite: CL1010 and CL1051 (or concurrent with CL1051)
Delivery: on campus
CL120 - Hematology I with Lab - 4 Credits
This course addresses the production of blood cells in the body. The physiology of red blood cells is described and linked to diseases. The structure of hemoglobin and functional and non-functional hemoglobin molecules are discussed. Anemias are classified using red blood cell indices and reticulocyte parameters. Genetic disorders of the red cell membrane and hemoglobin molecule are discussed. White blood cell function is introduced. Laboratory procedures covered include: the preparation and staining of peripheral blood smears, hematocrit, cell counts, erythrocyte sedimentation rate, and white blood cell differentials. (3 hours lecture, 2 hours lab per week)
Prerequisite: CL1010 and SC1332
Delivery: on campus

CL1130 - Urinalysis and Body Fluids with Lab - 3 Credits
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: CL1010 and SC1332
Delivery: on campus

CL1150 - Immunohematology I with Lab - 4 Credits
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)
Prerequisite: CL1110 and SC1332
Delivery: on campus

CL1170 - Clinical Microbiology I with Lab - 4 Credits
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: CL1110 and SC1422
Delivery: on campus

CL1190 - Clinical Chemistry I with Lab - 3 Credits
This course addresses the role of the clinical laboratory in the diagnosis of diseases and disorders of the kidney, liver, pancreas, bone, and heart. Carbohydrate, lipid, protein, and enzyme disorders are described. The pH, electrolyte composition, and osmolality of the blood are also discussed. Clinical signs and symptoms of significant organ disease/damage are identified and linked to laboratory tests employed in identification of specific organ or system dysfunction. (2.5 hours lecture, 1 hour lab per week)
Prerequisite: CL1010, CL1051, SC1332 and SC1354
Delivery: on campus

CL2010 - Hematology II with Lab - 4 Credits
White blood cell, platelet, and clotting disorders are covered in this course. Emphasis is placed on abnormal hematological conditions, such as leukemias, lymphomas, myeloproliferative, and myelodysplastic disorders. Peripheral blood smears are examined focusing on abnormal cellular morphology commonly associated with each disorder. Platelet function, blood coagulation and fibrinolysis are addressed. Coagulation testing is discussed and performed. (3 hours lecture, 2 hours lab per week)
Prerequisite: CL1120
Delivery: on campus

CL2020 - Immunohematology II with Lab - 4 Credits
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
Delivery: on campus

CL2030 - Clinical Microbiology II with Lab - 3 Credits
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: CL1120
Delivery: on campus

CL2050 - Clinical Chemistry II with Lab - 3 Credits
This course covers endocrine, digestive, heart, liver, and iron disorders. Therapeutic drugs, toxic substances, trace elements, and vitamins are addressed. Diseases are linked to laboratory results throughout the course material. (2.5 hours lecture, 1 hour lab per week)
Prerequisite: CL1190
Delivery: on campus

CL2093 - Clinical Internship I - 7 Credits
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: CL1010 through CL2050
Delivery: on campus

CL2094 - Clinical Internship II - 7 Credits
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: CL1010 through CL2050
Delivery: on campus

COLLEGE STUDIES (CS)

CS1150/CI1150 - Introduction to Computer Information Systems - 4.5 Credits
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.
Delivery: on campus and online

CS1170 - Introduction to Information Technology - 4.5
This course introduces students to the basic skills and concepts related to information technology. Students will learn about computer hardware and software, Internetworking Systems, security issues, and mobile devices. This course will show students how to set the controls on a computer and how to use basic software programs. Students will also learn how to set passwords and other fundamental skills associated with personal and network security.
Delivery: on campus and online

CS1200 - College and Career Success I - 5 Credits
This course gives students the knowledge and skills necessary for success in NAU’s programs and their careers. It introduces new students to technology resources, career exploration, and academic skills as they examine their own skill set and those needed in specific professions. As they analyze various models of thinking and self-reflection, participants will explore learning skills and college success tools. They will develop practical examples of documents, presentations, and email suitable for personal and professional purposes.
Delivery: on campus and online

CS1300 - College and Career Success II - 5 Credits
Students will develop the computational and mathematical reasoning skills they need to be successful in college studies and in everyday situations that require mathematical solutions. A spreadsheet application will also be utilized to solve problems and create graphs and charts for data presentation and interpretation.
Prerequisite: CS1200
Delivery: on campus and online

CS1600 - Pathways to Academic and Professional Success - 4.5 Credits
This course is designed to enhance the university learning experience and prepare students for academic, personal, and professional success. In addition to analyzing various models of thinking and self-reflection, participants will explore learning skills and college success tools.
Delivery: on campus and online

CS1610 - Pathways to Academic and Professional Success - 2.5 Credits
This course is designed to enhance the university learning experience and prepare students for academic, personal, and professional success. In addition to analyzing various models of thinking and self-reflection, participants will explore learning skills and college success tools.
Delivery: on campus

CS1620 - Pathways to Academic and Professional Success - 2 Credits
This course is designed to enhance the university learning experience and prepare students for academic, personal, and professional success. In addition to analyzing various models of thinking and self-reflection, participants will explore learning skills and college success tools.
Delivery: on campus

CS2080 - Career Management - 3 Credits
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.
Delivery: on campus and online

CS2081 - Career Management Seminar - 1.5 Credits
This course provides the graduating student with a review of the tools to master future personal and professional success. The course focuses on understanding the employment and
economic environment and securing professional employment. Special emphasis will be placed on addressing personal finance concepts that include building a strong FICO score and establishing investments for long-term goals.

Delivery: on campus and online

CS2082 - Career Exploration - 1 Credit
This course introduces new students to career exploration by providing them with an opportunity to examine their own skill set, to examine skills sets needed for specific professions and to assess their skill gap. Students will be encouraged to evaluate the job market and to understand how it impacts the economy. Lastly, students will explore different avenues of networking and explore how social and professional networking overlap.

Delivery: on campus and online

CS2083 - Career Development - 1 Credit
This course prepares students to understand professional expectations, as well as develop and apply vocabulary used in their chosen profession and/or career. Students will develop networking, interviewing and negotiation techniques, and the means to document and communicate how to meet and exceed employer expectations, manage career transitions and workplace promotions. Students continue developing their personal and professional skills to maintain work/life balance, manage career transitions, and further their careers.

Prerequisite: CS2082

Delivery: on campus and online

CS2084 - Career Marketing - 1 Credit
This course allows students to reflect and review their professional portfolio, and continue to build their own personal brand through further developing career-based interviewing techniques, revising their portfolio, continuing to develop job search skills, and continuing to network in their career. Students will understand the various roles of technology in establishing their own "personal brand" in their profession.

Prerequisite: CS2082 and CS2083

Delivery: on campus and online

CS2086 - Career Path Planning - 2 Credits
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: CS1200 or CS2082

Delivery: on campus and online

CS1900-2990 - Special Topics in Career Management - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.

Delivery: on campus and online

**CARDIOVASCULAR TECHNOLOGY (CV)**

CV1010 - Introduction to Cardiovascular Technology - 4 Credits
This course provides the student with an introduction to the field of cardiovascular technology and the roles of the cardiovascular technologist. Topics include ethical/legal aspects of health care, patient rights, communications skills, OSHA mandates, and universal precautions.

Delivery: on campus

CV1020 - Cardiac Catheterization I - 2 Credits
This course addresses basic life support (BLS), advanced cardiac life support (ACLS), cardiac pharmacology, and emergency procedures as they relate to the catheterization lab experience.

Prerequisite: SC1221

Delivery: on campus

CV1030 - Cardiovascular Anatomy and Physiology - 6 Credits
This course emphasizes the anatomy, physiology, and structural relationships of the human heart and vascular system. Cardiac anatomy, electrocardiology, cardiac hemodynamics, and the innervation of the heart are addressed.

Prerequisite: SC1221 and MA1500 or MA2050

Delivery: on campus

CV1040 - Basic Patient Care Skills - 4.5 Credits
This course provides an overview of patient care standards and procedures. Students will learn skills in patient communication, safety, transport, infection control, monitoring, vital signs assessment, and patient history.

Prerequisite: CV1020

Delivery: on campus

CV1050 - Cardiovascular Pharmacology - 4.5 Credits
Students are introduced to pharmacology relating to the treatment of cardiovascular diseases in this course. Drug classification, indications, contraindications, action, dosage, route of administration, and side effects will be addressed.

Prerequisite: CV1020 and CV1030

Delivery: on campus

CV1060 - Diagnostic Electrocardiography - 4.5 Credits
This course provides students with cardiac testing skills, including the techniques and interpretation of EKG. The fundamentals of electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology will also be addressed.

Prerequisite: CV1030

Delivery: on campus

CV2010 - Cardiac Catheterization II - 4.5 Credits
This course is a continuation of Cardiac Catheterization I. Advanced cardiovascular diagnostic and therapeutic procedures including percutaneous coronary intervention and electrophysiology studies will be addressed.

Prerequisite: SC1221 and MA1500 or MA2050

Delivery: on campus
CV2020 - Cardiovascular Pathophysiology I - 4.5 Credits
This course emphasizes the study of diseases of the cardiovascular system. Fetal cardiac development, methods of hemodynamic data collection and implications in relation to cardiac diseases are addressed.
Prerequisite: CV1030
Delivery: on campus

CV2030 - Catheterization Lab Fundamentals - 4.5 Credits
This course is an introduction to the diagnostic procedures used in the catheterization lab. Prior didactic instruction in cardiac physiology and medical instrumentation are applied to catheterization lab procedures, including patient preparation and monitoring, angiographic equipment set-up, and the coronary angiography procedure itself.
Prerequisite: CV1030 and CV1040
Delivery: on campus

CV2040 - Cardiovascular Pathophysiology II - 4.5 Credits
This course focuses on the anatomy, physiology, and pathophysiology of the cardiovascular system. Cardiac and vascular structural anatomy and relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system are reviewed. The course also explores the pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of acquired cardiovascular diseases.
Prerequisite: CV2020
Delivery: on campus

CV2050 - Catheterization Lab Imaging Fundamentals - 2 Credits
This course addresses X-ray technology and diagnostic procedures in the cardiac catheterization lab. Emphasis is on the beginning cath lab clinical experience.
Prerequisite: CV2030
Delivery: on campus

CV2060 - Principles of Interventional Radiology - 4.5 Credits
This course is an introduction to the diagnostic procedures used in the interventional lab including patient preparation and monitoring, angiographic equipment set-up, and vascular procedures.
Prerequisite: CV2030
Delivery: on campus

CV3010 - Cardiovascular Technology Externship I - 13 Credits
This course is a catheterization lab work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the cath lab clinical professionals.
Prerequisite: CV2060
Delivery: On campus

CV3011 - Cardiovascular Technology Externship II - 13 Credits
This course is a catheterization lab work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the cath lab clinical professionals.
Prerequisite: CV3010
Delivery: on campus

ECONOMICS (EC)

EC2050 - Macroeconomics - 4.5 Credits
This is a study of how the entire economic system works. The course is centered around an examination of gross 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
Delivery: on campus and online

EC2100 - Microeconomics - 4.5 Credits
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
Delivery: on campus and online

EC3100 - International Economics - 4.5 Credits
This course is a study of economics from an international perspective. After explaining how international economies differ, it explores the theory of international trade, examines forces that affect trade policies, and develops an understanding of the foreign exchange market.
Prerequisite: EC2050
Delivery: on campus and online

EC1900-4990 - Special Topics in Economics - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

ENGLISH (EN)

EN1000 - College Writing - 4.5 Credits
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.
Prerequisite: Placement recommendation
Delivery: on campus and online

EN1150 - Composition I - 4.5 Credits
This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly, concisely, and coherently. Students write essays wherein organization and proper usage are stressed. Emphasis is also placed on introductory concepts of the research process.
Prerequisite: EN1000 or placement recommendation
Delivery: on campus and online

EN1300 - Composition II - 4.5 Credits
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
Delivery: on campus and online

EN2050 - Introduction to Literature - 4.5 Credits
This course explores elements of poetry, drama, fiction, and the essay to combine instruction in composition with an introduction to literature. Prerequisite: EN1150
Delivery: on campus

EN2100 - Speech - 4.5 Credits
This course is designed to improve skills in group discussion and extemporaneous speaking for practical application in personal, social, and business situations. Techniques for audience analysis, non-verbal communication, problem solving, organization, and credible source citation will be addressed. Delivery: on campus and online

EN2150 - Interpersonal Professional Communication - 4.5 Credits
This course provides students with information and practice in professional communication skills. Students will write memos, develop and present information to the class, practice meeting facilitation skills, examine individual and group decision making, and practice dealing with conflict situations. Prerequisites: EN1150
Delivery: on campus and online

EN2500/PL2500 - Legal Writing - 4.5 Credits
See PL2500

EN3010 - Creative Writing - 4.5 Credits
This course explores the creative abilities of the student writer and will introduce and examine major forms of creative writing, including fiction, creative nonfiction, and poetry. The student will study, read, and write in each form with the objective of developing quality work that may lead to publication. Prerequisite: EN1150
Delivery: on campus

EN3050 - Technical Communication - 4.5 Credits
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
Delivery: on campus and online

EN3120/PL3120 - Classical Rhetoric in a Digital Age - 4.5 Credits
See PL3120

EN3150/HI3500 - American West - Fact and Fiction - 4.5 Credits
This course is an interdisciplinary study of the culture of the American West. Emphasis is placed on both the history of the region and on the images of that history as they are presented in literature and art. Prerequisite: EN1150
Delivery: on campus

EN3275 - Transcultural Literature - 4.5 Credits
This literature course explores the multicultural and global perspectives of ethnic and cultural groups by examining the writings of people of color. Transcultural literature is comprised of writings that characterize the racial, ethnic, and social diversity in the world. These diverse cultures include voices typically omitted from the traditional canon. This course offers the opportunity for students to learn about the range of experiences and possibilities in the world and move beyond resistance to engagement. This course engages students in a process of questioning, research, presentation, and reflection. Prerequisite: EN1300
Delivery: on campus and online

EN3300 - Detective Fiction - 4.5 Credits
This humanities course is designed to examine the detective fiction literary genre. The student is exposed to a wide range of detectives and detective fiction writers. This course includes the use of text, tapes, and films. Prerequisite: EN1150
Delivery: on campus

EN1900-4990 - Special Topics in English - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students. Delivery: on campus

FINANCE (FN)

FN3000 - Business Finance I - 4.5 Credits
This course is an examination of the role of financial management, analysis, forecasting, mathematics, working capital management, cash and marketable securities management, accounts receivable, inventory management, and short-term financing. Prerequisite: (AC1060 or AC2760) and (MA1500^ or MA2000)
Delivery: on campus and online

FN3010 - Business Finance II - 4.5 Credits
This course is an examination of capital budgeting under uncertainty, valuation and rates of return, cost of capital, term loans and leases, long-term debt, preferred and common stock, convertibles and warrants, mergers and acquisitions, failure, and reorganization.
Prerequisite: FN3000  
Delivery: on campus and online

FN3050 - Investments and Portfolio Management - 4.5 Credits  
This course is an introductory course in investing. A study of the environment of investing, basic concepts of the "what" and "why" of investing, descriptions of the various types of investments, and tax implications of investment are included.  
Prerequisite: FN3000 and MA2000  
Delivery: on campus and online

FN3060 - Corporate Investment Decisions - 4.5 Credits  
This course focuses on managing both current and fixed assets. Special emphasis is placed on managing working capital, making capital budgeting decisions, evaluating firm performance, and positioning to achieve firm goals.  
Prerequisite: FN3010  
Delivery: on campus and online

FN3100 - Risk Management and Insurance - 4.5 Credits  
This course introduces different types of insurance risks, insurance policy contracts, types and problems of insurers, social insurance, and risk management. The approach is broad with an emphasis on the basic unity of insurance.  
Delivery: on campus and online

FN3200 - Financial Statement Analysis - 4.5 Credits  
This course is a study of financial statement accounting with emphasis on the reporting function. It is designed to develop critical thinking and problem solving skills in a financial statement environment. Additionally, the course is focused on the student's ability to analyze and interpret financial data.  
Prerequisite: FN3000  
Delivery: on campus and online

FN3600 - International Financial Management - 4.5 Credits  
This course introduces the international financial environment. Particular attention is given to short-term asset and liability management, long-term asset and liability management, and international banking.  
Prerequisite: FN3010  
Delivery: on campus and online

FN4055 - Financial Institutions and Markets - 4.5 Credits  
This course is a study of how financial institutions and markets operate. Students will develop a conceptual framework for understanding how recent and current events impact the financial environment. Emphasis is placed on interest rate theory, money and capital market instruments, government regulation, and international market issues.  
Prerequisite: FN3000  
Delivery: on campus and online

FN4500 - Financial Case Analysis - 4.5 Credits  
This is a case-oriented capstone course that requires students to apply various finance knowledge, skills, and techniques to case study situations. Contemporary issues including cash management, resource allocation, risk management, capital structure, budgeting, and financial strategy will be covered. Students will also analyze the legal and ethical ramifications of the decisions they make.  
Prerequisite: FN3010  
Delivery: on campus and online

FN4800-4840 - Finance Internship - 4.5-13.5 Credits  
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business 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 and Senior status  
Delivery: on campus and online

FN1900-4990 - Special Topics in Finance - 1-4.5 credits  
Topics will vary depending on the interests of the instructor and students.  
Delivery: on campus

HEALTH CARE (HA)

HA3010D - Introduction to U.S. Healthcare Delivery - 4 Credits  
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 healthcare, the institutions that provide services across the care continuum, and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of health care in the U.S. and changes in the current healthcare environment will also be examined.  
Delivery: online

HA3100D - Quality Improvement and Risk Management - 4 Credits  
This course addresses methods used to measure and improve the efficiency and effectiveness of care delivery in healthcare institutions. Students will gain an understanding of the history and theory related to quality management and risk management in healthcare organizations, and will apply methods for collecting and analyzing quality data.  
Prerequisite: EN1300 and HA3010D  
Delivery: online

HA3120D - Essentials of Managed Care - 4 Credits  
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  
Delivery: online
HA3220D - Health Information Systems - 4 Credits
This course explores the use of specialized software in the completion of Health Information processes. The course will also explore policies and procedures to facilitate the electronic health record (EHR), personal health record (PHR), and other administrative applications.
Prerequisite: CS1300 and HA3010D
Delivery: online

HA3300D - Healthcare Policy and Ethics - 4 Credits
This course is an introduction to ethics as it applies to healthcare management. The course will include an introduction to ethical theory and the relationship of those theories to healthcare policy and to real world healthcare management.
Prerequisite: EN1300 and HA3010D
Delivery: online

HA4050D - Healthcare Law - 4 Credits
This course examines legal principles and laws regulating health services activities. Healthcare topics include liability, negligence, malpractice, right of access to care, informed consent, and confidentiality. Legal aspects of human resources management in healthcare settings are also addressed.
Prerequisite: Online RN to BSN Students EN1300
Prerequisite: BS Students EN1300 and HA3010D
Delivery: online

HA4070D - Regulatory Environment in Health Care - 4 Credits
This course emphasizes healthcare funding and reimbursement processes, and related compliance and regulatory mechanisms in healthcare organizations. Selected aspects of federal and state survey requirements are included.
Prerequisite: EN1300 and HA3010D
Delivery: online

HA4110D - Healthcare Planning and Evaluation - 4 Credits
This course explores strategic planning and evaluation in healthcare organizations. Students will examine theories and practices from the perspectives of health care and business.
Prerequisite: HA3010D
Delivery: online

HA4120D - Management of Continuum Care Services - 4 Credits
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
Delivery: online

HA4200D - Healthcare Financial Management - 4 Credits
This course introduces concepts and techniques of financial decision-making for the healthcare managers. Topics covered include fiscal management and performance; cost, revenue and risk; fiscal planning and forecasting, budgeting, control, and reporting. Financial management in long-term care facilities, home health agencies, and hospitals are discussed.
Prerequisite: AC2760 and HA3010D

HA4300D - Healthcare Management and Supervision - 4 Credits
Students will apply the managerial functions of planning, organization, leading, and controlling to the healthcare environment in this capstone course.
Prerequisite: HA3010D, MT2050, and Senior status
Delivery: online

HA4501D - Healthcare Management Internship - 5 Credits
The course for Option 1 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: All other HA courses in the major core must be completed prior to enrolling in this course
Delivery: online

HA4511D - Healthcare Management Action Research Project - 5 Credits
The internship is designed to allow Option 2 Healthcare Management 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
Delivery: online

HA1900-4990 - Special Topics in Healthcare Management - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: online

HEALTH AND BEAUTY (HB)

HB2100D - Mastering Cosmetology Business - 6 Credits
This course is designed to add business skills to students' industry knowledge and experiences through studies in management, marketing, communication, and career management. Previous education and practical experiences will be integrated with knowledge and skills from the business field. Students will gain a fundamental knowledge of business development, operations, and management as it relates to the health and beauty industry.
Delivery: online

HISTORY (HI)

HI2050 - American History Since 1877 - 4.5 Credits
This course is designed to increase students' knowledge and understanding of how and why the United States came to be what it is today. The course seeks to instill in students the habits of historical thinking that will allow them to live more
competent lives in their local communities and in the nation at large.
Delivery: on campus and online

HI2155/HU2150 - World Religions - 4.5 Credits
See HU2150

HI3500/EN3150 - American West Fact and Fiction - 4.5 Credits
See EN3150

HI1900-4990 - Special Topics in History - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

HEALTH INFORMATION TECHNOLOGY/HEALTH CARE CODING (HT)

HT1000D - Introduction to Health Information Management and Health Care - 4 Credits
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 United States and changes in the current healthcare environment will also be examined.
Delivery: online

HT1005D - Bridge to Introduction to Health Information and Health Care - 1 Credit
This course provides an introduction to health information processes and relationships among organizational departments and healthcare providers. Developments in the evolution of health care in the United States and changes in the current healthcare environment will also be examined.
Prerequisite: EN1150
Delivery: online

HT2116D - ICD-10-CM Coding I with Lab - 3 Credits
This course will introduce the student to the ICD-10-CM classification system with an emphasis on the correct process of utilizing the alphabetical index and tabular list for code assignment. The focus will be on rules, conventions, and instructions for ICD-10-CM, and chapter-specific guidelines. Criteria for assignment of principal and additional diagnoses in all applicable patient settings will be addressed. The impact of proper code assignment, MS-DRGs, and reimbursement, as well as ICD-9-CM as a legacy system, will be discussed. (2 hours lecture, 2 hours lab per week)
Prerequisite: HT1000D, ME1140, ME2211, and ME2520
Delivery: online

HT2117D - ICD Coding and Pathophysiology I with Lab - 6 Credits
This course covers clinical vocabularies and classification systems, as well as 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
Delivery: online

HT2126D - ICD-10-PCS Coding with Lab - 3 Credits
The course will focus on professional standards for coding and reporting of inpatient procedure services. The ICD-10-PCS conventions and guidelines will be applied in identifying and accurately assigning codes to procedures. The student will use case scenarios, computerized health records, encoder, and coding resources to assign procedure codes. (2 hours lecture, 2 hours lab per week)
Prerequisite: HT2116D
Delivery: online

HT2127D - ICD Coding and Pathophysiology II with Lab - 6 Credits
This course covers clinical vocabularies and classification systems, as well as 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
Delivery: online

**HT2120D - Advanced Coding with Lab - 3 Credits**
The course will focus on ICD-10-CM and ICD-10-PCS professional standards of coding inpatient diagnosis and procedures. The ICD-10-CM and ICD-10-PCS conventions and guidelines will be applied in identifying and accurately assigning diagnosis and procedure codes. 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. (2 hours lecture, 2 hours lab per week)
Prerequisite: HT2130D
Delivery: online

**HT2130D - Current Procedural Terminology Coding with Lab - 3 Credits**
This course will expand on the knowledge of clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. Exercises will allow students to 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
Delivery: online

**HT2135D - Advanced Coding with Lab - 3 credits (2 hours lecture, 2 hours lab per week)**
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
Delivery: online

**HT2200D - Health Information Management Systems - 4 Credits**
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: CS1300 and HT1000D
Delivery: online

**HT2210D - Healthcare Data Quality and Management - 4 Credits**
This course will provide an overview of quality improvement methodologies and expand on the use of health information and data for utilization review, risk management, and organizational approaches to quality assessment activities. Methods, tools, technologies, and processes for analyzing data are examined, to identify and prepare data for health-related purposes. Displays and reports to support quality improvement programs are explored.
Prerequisite: HT2200D
Delivery: online

**HT2230D - Healthcare Reimbursement - 3 Credits**
This course will provide an overview of the reimbursement and payment methodologies that apply to various healthcare settings, inclusive of the forms, processes, and practices of health information professionals. Topics related to insurance, third party, prospective payment, and managed care capitation are also explored along with issues of policy, regulatory information technology and data exchange among providers.
Prerequisites: HT2126D or HT2127D
Delivery: online

**HT2240D - Health Information Management and Supervision - 3 Credits**
This course focuses on the principles of supervisory management in the health information environment and provides an overview of general management functions. Staffing, training, performance, and productivity procedures are explored, as well as work processes and policies and procedures design. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments. 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
Delivery: online

**HT2250D - Medical Law and Ethics for Health Information Professionals - 4 Credits**
This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.
Prerequisite: EN1300 and HT1000D
Delivery: online

**HT2300D - Healthcare Coding Practicum - 3 Credits**
The practicum is designed to allow students to participate in a supervised setting to gain practical experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, students will demonstrate skills focused on application of coding skills and observation of supervisory and planning activities. Students will prepare a written report of
their practical learning experience. (15 hours lecture, 45 hours practicum)
Prerequisite: Program coordinator or chair approval and completion of all other Major Core courses except HT2135D
Delivery: online

HT2500D - Health Information Technology Practicum - 6 Credits
The practicum is designed to allow students to participate in a supervised setting to gain practice experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, students will demonstrate skills in record retrieval, data abstraction and analysis; record retention, release of information, and coding; and observation of supervisory and planning activities. Students will prepare a written report of their practical learning experience. Practicum placement will be at a site assigned by the practicum coordinator. Students will spend up to 90 hours at a practicum site during the quarter in which they are enrolled. (30 hours lecture, 90 hours practicum)
Prerequisite: Program coordinator or chair approval and completion of all other Major Core courses except HT2129D or HT2135D
Delivery: online

HT1900-2990 - Special Topics in Health Information Technology - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Delivery: online

HUMANITIES (HU)

HU1050 - Music Appreciation - 4.5 Credits
This course is an introduction to the study of music in a broad context of the humanities. By studying the development of music through the ages, the student will understand how the cultural and political environment affects the art of music. The development of various music styles, the elements of music, techniques and instruments are reviewed and related to our current musical heritage.
Delivery: on campus

HU2000 - Critical Thinking and Problem Solving - 4.5 Credits
This course is designed to develop students' basic skills of logical reasoning relative to problem-solving and related argument analysis. Learning to provide evidence and well-reasoned support for asserted solutions and/or positions within frameworks of clarity, depth, precision, relevance, and fairness are central to the course.
Delivery: on campus and online

HU2050 - Introduction to Philosophy - 4.5 Credits
This course is designed to introduce the student to the philosophical writings of ancient, medieval, and modern philosophers. The student, through the writings of philosophers, discovers and develops his/her own personal philosophy.
Delivery: on campus

HU2100 - Introduction to Humanities - 4.5 Credits
This interdisciplinary course examines the many ways that human creativity manifests itself in the areas of the visual arts, literature, philosophy, history, music, architecture, and technology. In this course, students will gain a broad understanding of Western cultural history.
Delivery: on campus and online

HU2150/HI2155 - World Religions - 4.5 Credits
This course explores the ways religion and its practice is relevant to human thought and behavior. A structure for organizing features common to most religious traditions makes learning easier and provides the student with a framework to identify similarities and differences between religions. Different teaching methods and techniques are used to make the student more aware of how religion shapes individual personalities, cultures, societies, and entire political systems. The course helps the student become better equipped to evaluate contemporary world events within a context of cooperation and the potentials for conflict among different religious traditions.
Prerequisite: EN1300
Delivery: on campus

HU2200 - Art Appreciation - 4.5 Credits
This course is designed to introduce the student to a study of art and its relation to the individual. The student will explore the various art forms throughout the major periods of art. Outstanding artists and their major contributions are included. Emphasis is placed on elements of art, drawing techniques, painting, digital art, photography, sculpture, ceramics, and architecture.
Delivery: on campus

HU2400 - Introduction to Film Studies - 4.5 Credits
Through the use of selected films, the student is introduced to the technical and theoretical aspects of film making. The course encourages critical analysis of films in order to enrich future viewing experiences.
Delivery: on campus

HU3000 - Voices on Aging - 4.5 Credits
This course is designed to engage students in the investigation of the emerging paradigm of conscious aging and its implications for individuals as well as society. Using an anthology of literature on aging, popular films and other media, students will examine the prevailing cultural attitudes and myths surrounding aging and how new perspectives reframe the aging process.
Delivery: on campus

HU3050 - Biomedical Ethics - 4.5 Credits
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
Delivery: on campus and online
HU1900-4990 - Special Topics in the Humanities - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

LAW (LA)

LA3100 - Business Law - 4.5 Credits
This course introduces students to fundamental legal principles affecting business in the United States, including the sources and classifications of laws in the U.S. Students learn to recognize and apply basic legal concepts relating to contracts, torts, and product liability; explore various forms of business organizations common in the United States; and gain a fundamental understanding of select legal topics critical to operating a business, including real property, personal property, agency and employment, credit and secured transactions, bankruptcy and decedent's estates.
Prerequisite: MT1050 or PL1100
Delivery: on campus and online

LA3150 - Business Law II -
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
Delivery: on campus and online

LA3200 - International Law - 4.5 Credits
This course provides the student with the tools for understanding the principles underlying the legal environment of global business. It identifies the current legal rules and regulations affecting businesses and examines new developments and trends that will affect future transactions. Ethical implications and dilemmas are presented throughout the course.
Prerequisite: LA3100 and MT3000
Delivery: on campus and online

MA1500 - Intermediate Algebra - 4.5 Credits
This course builds on introductory algebra concepts and also includes topics such as: utilizing formulas to solve word problems, solving 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 or placement recommendation
Delivery: on campus and online

MA2000 - Quantitative Reasoning - 4.5 Credits
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: CS1300 or equivalent
Delivery: on campus and online

MA2050 - College Algebra - 4.5 Credits
This course is an in-depth study of the traditional topics of college algebra. These topics include solving linear and quadratic equations and inequalities, graphs of equations, inequalities, and functions, operations involving polynomials and rational expressions, exponents, radicals, complex numbers, quadratic functions, arithmetic sequences, geometric sequences and probability.
Prerequisite: MA1500 or placement recommendation
Delivery: on campus and online

MA3000 - Business Statistics - 4.5 Credits
This course is applications-oriented with a business and economics emphasis. Topics studied include presentation and interpretation of numerical data, measure of central tendency, dispersion, probability, continuous and discrete probability distributions, and linear regression.
Prerequisite: MA2000 or MA2050
Delivery: on campus and online

MA3010 - Statistics for Health Professions - 4.5 Credits
This course is oriented toward nursing students and professionals covering the statistical techniques most frequently used in nursing research today. 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.
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
Delivery: on campus

ME2155 - Clinical Science Lab III - 3 Credits
This course is a continuation of the medical assistant's duties and responsibilities in the clinical area of the medical office. The following clinical duties are presented and performed: radiology, medication administration, and electrocardiography. 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 & AED), and Heartsavers® First Aid. (1 hour lecture, 4 hours lab per week)
Prerequisite: ME2130
Delivery: on campus

ME2185D - Medical Staff Services Management II - 4.5 Credits
This course will provide a general knowledge of the medical staff organization, medical staff bylaws and related documents, application of clinical privilege development and approval, application of other types of privileges, practitioner health and behavioral issues, as well as the role of the physician executive. Students participating in this course will be provided topics in all of the areas listed.
Prerequisite: ME1184D
Delivery: online

ME2186D - Medical Staff Services Management III - 4.5 Credits
This course will expand the MSSM student’s knowledge about the roles and functions of a Medical Staff Department, focusing on the managerial responsibilities. Topics will include, coordination of medical staff meetings, budget planning, staffing analysis, confidentiality of medical staff information, physician health issues, public relations and marketing. Through research and analysis, students will learn to apply project management planning and implementation processes.
Prerequisite: ME2185D
Delivery: online

ME2211 - Human Pharmacology - 4 Credits
This course introduces the allied health student to the study of drugs and drug therapy. Emphasis is placed on identifying drug actions, drug names, routes of administration, and adverse effects.
Prerequisite: EN1150, MA2000, ME1100, ME1140, SC1221
Delivery: on campus and online

ME2250 - Medical Law and Ethics - 4 Credits
This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.
Prerequisite: EN1150 and ME1100
**Course Descriptions**

**Delivery: on campus and online**

**ME2260 - Medical Records Management - 4 Credits**
This course is designed to introduce the student to standard and electronic medical record systems and management. The medical record will be viewed from various aspects including the medical record release, standard information included in a medical record, medical record formats, types of filing systems, procedure to make corrections to a medical record, medical records storage, along with procedures for inactive record storage.
Prerequisite: EN1150, MA2000, ME1100, ME1140, and SC1221

**ME2401 - Laboratory Techniques I - 2 Credits**
Students are introduced to laboratory safety, use of microscopes and other lab equipment and CLIA Waived testing. Entry level skills in urinalysis, phlebotomy, specimen collection and processing and microbiological procedures are covered.
Prerequisite: EN1150, MA2000, ME1100, ME1140, and SC1221

**ME2402 - Laboratory Techniques II - 2 Credits**
Students practice phlebotomy skills and perform CLIA waived testing in this continuation of ME2401. Chemistry, hematology, immunology, and toxicology procedures are covered.
Prerequisite: ME2401

**ME2515 - Introduction to Pathophysiology - 4.5 Credits**
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

**ME2530 - Pathology for Massage Therapists - 4 Credits**
This course provides the study of the process human disease for the therapeutic massage student. Course content includes disease awareness, indications and contraindications, and development of therapeutic discernment regarding treatment for specified diseases with the use of therapeutic massage.
Prerequisites: ME1140 and SC1221

**ME2600 - Healthcare Coding I - 3 Credits**
The focus of this course is learning the basic coding rules for ICD-9-CM, ICD-10-CM, CPT and Level II (HCPCS) coding systems and then applying the rules to code patient diagnosis and services, and completing insurance claim forms. The medical topics of Medicare fraud/abuse, Centers for Medicare and Medicaid regulations, HMO's, LMRP's and PRO's are also reviewed.
Prerequisite: ME2520

**ME2601 - Healthcare Coding II - 3 Credits**
This course continues with more advanced practical experience in insurance billing and coding. Students will abstract proper information from the patient record to the insurance form, code diagnoses, code physician services to complete an insurance claim, make entries on the patient's ledger card, and follow up on unpaid claims. Special attention will be given to proper use of modifiers and third-party reimbursement issues.
Prerequisite: ME2600

**ME2610 - Medical Office Procedures with Software Applications - 4 Credits**
This course is designed to provide allied health students with practical application skills and knowledge in medical office administrative duties in manual and computerized methods. The following areas of medical office management are emphasized: administrative responsibilities and procedures, telephone techniques, appointment scheduling, and medical practice finances.
Prerequisite: EN1150, MA2000, ME1100, ME1140, and SC1221

**ME3000 - Medical Assisting Exam Review - 3 Credits**
This course is designed to provide the medical assisting student with a comprehensive review of content, skills, and behaviors in the administrative and clinical duties performed in an ambulatory setting. Emphasis is in preparing students for their practicum and certification exam.
Prerequisite: ME1100 through ME2620

**ME2611 - Healthcare Coding and Billing I - 4 Credits**
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

**ME2612 - Healthcare Coding and Billing II - 4 Credits**
This course continues with more advanced practical experience in insurance billing and coding. Students will abstract proper information from the patient record to the insurance form, code diagnoses, code physician services to complete an insurance claim, 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
ME3321 - Medical Administrative Assistant Practicum - 4.5 Credits
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 through ME2620
Delivery: on campus

ME3322 - Medical Assisting Practicum - 7 Credits
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: ME3000
Delivery: on campus

ME3330D - Medical Staff Services Management Externship - 4 Credits
The medical staff services management externship is designed to allow students to obtain practical experience in a credentialing verification setting. The externship provides the student an opportunity to apply the principles and practices of credentialing and medical staff services management in a supervised setting at an approved site.
Prerequisite: ME2183D and program coordinator or chair approval
Delivery: online

ME3332D - Medical Staff Services Management Project - 4 Credits
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: ME2183D
Delivery: online

ME1900-2990 - Special Topics in Allied Health - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

MARKETING (MG)

MG2050 - Principles of Advertising - 4.5 Credits
The student is exposed to the concepts, strategies, and planning associated with advertising and the effects of advertising in the marketing concept. Emphasis is placed at the small business and retail level.
Prerequisite: MT1050
Delivery: on campus and online

MG2100 - Principles of Selling - 4.5 Credits
This course analyzes various selling methods, techniques, and applications of selling to various marketing segments. The student demonstrates various sales techniques and presents a complete sales presentation, as well as prepares several mini sales presentations.
Prerequisite: MT1050
Delivery: on campus and online

MG2200 - Principles of Retailing - 4.5 Credits
This is an introductory course designed to familiarize the student with the study of retail institutions, site selection, product selection, promotional strategies, pricing strategies, inventory control, and problems in retail management.
Prerequisite: MT1050
Delivery: on campus

MG2300 - Customer Service Relations - 4.5 Credits
Effective customer service can bring a competitive advantage to a firm. This course will provide students with information and skills in effective customer service. Topics addressed include the definition of effective customer service, models for providing effective customer service, service recovery models, practice in identifying and communicating effective customer service, and service management case studies.
Delivery: on campus and online

MG3000 - Marketing - 4.5 Credits
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
Delivery: on campus and online

MG3050 - Marketing Management - 4.5 Credits
This course explores marketing concepts as they relate to the marketing manager's decision-making process. Topics discussed include the strategic planning process, marketing research procedures, market segmentation, defining the marketing mix, consumer behavior, organizational buying, advertising and promotion, distribution, pricing, and the globalization of marketing.
Prerequisite: MG3000 and MT2050
Delivery: on campus and online

MG3150 - Sales Management - 4.5 Credits
Emphasis of this course is in the areas of sales force management, organizing, staffing and training of a sales force, directing sales force operations, sales planning, and evaluating sales performance. Learning is enhanced with interactive lecture, group discussions and mini-case analysis.
Prerequisite: MG2100 and MT2050
Delivery: on campus
MG3300 - International Marketing - 4.5 Credits
This advanced marketing course allows the student to understand environmental and cultural aspects required to successfully enter into global marketing.
Prerequisite: MG3000
Delivery: on campus and online

MG3350 - Social Media Marketing - 4.5 Credits
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
Delivery: on campus and online

MG3500/PS3500 - Consumer Behavior - 4.5 Credits
This course informs the student of how the interaction of feeling, knowledge, behavior, and environmental events influence people and organizations in the conduct of their business transactions.
Prerequisite: MG3000
Delivery: on campus and online

MG4100 - Marketing Cases - 4.5 Credits
This is an advanced course in marketing management. It develops analysis and problem-solving skills by requiring the student to thoroughly analyze real marketing problems and propose viable solutions and recommendations.
Prerequisite: MG3050 and Senior status
Delivery: on campus

MG4150 - Marketing Research - 4.5 Credits
This course is an introduction to the purpose and nature of problem identification and definition, information collection and analysis, and application of research for management decision making. Case problems and individual student projects are featured.
Prerequisite: EN1300, MA3000, MG3000, and Senior status
Delivery: on campus and online

MG4500-4540 - Marketing Internship - 4.5-13.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business environment. The student's responsibility is agreed upon in advance by the student's advisor, the business entity, and the student. Successful completion requires a written report by the student detailing the experience gained during the internship and successful completion of the projects assigned by the business supervisor(s). The student earns either a “Satisfactory” or “Unsatisfactory” grade.
Prerequisite: Program coordinator or chair approval and Senior status
Delivery: on campus

MG1900-4990 - Special Topics in Marketing - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

MANAGEMENT (MT)

MT1050 – Introduction to Business - 4.5 Credits
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 & distribution of goods, and financial management.
Delivery: on campus and online

MT1230/CI1230 - Spreadsheets for Windows - 4.5 Credits
Spreadsheets for Windows is a course that teaches students what a spreadsheet is and how it is used in business. Topics covered in the course include creating, editing and formatting worksheets and charts, integrating worksheet data with various programs, working with multiple worksheets, and importing data.
Prerequisite: CS1300
Delivery: on campus and online

MT2050 - Principles of Management - 4.5 Credits
This course introduces students to the field of management and emphasizes the knowledge and skills used by successful managers. Throughout the course, students will demonstrate specific knowledge and skills in the areas of management, history, decision-making, communication, planning, organizing, staffing, directing, controlling, and business ethics.
Prerequisite: MT1050
Delivery: on campus and online

MT2200 - Franchising - 4.5 Credits
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
Delivery: on campus and online

MT2400 - Small Business Management Operations - 4.5 Credits
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 & CS1300)
Delivery: on campus and online

MT3000 - International Business - 4.5 Credits
This course covers the scope of international business and the dimensions of multi-national enterprises. The student studies exporting and marketing in foreign business environments.
Prerequisite: EN1300 and (MG3000 or MT2050)
Delivery: on campus and online
MT3050 - Human Resource Management - 4.5 Credits
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: EN1300 and MT2050
Delivery: on campus and online

MT3080 - Compensation and Benefits - 4.5 Credits
This course is designed to guide the student through an in-depth study of compensation and benefit programs within business organizations. From strategy to implementation, students will examine the issues surrounding compensation and benefits from the standpoint of currently approved policies, objectives, and techniques. Topics include treatment of pay models, external competitiveness policy, and linking organizational strategy to compensation and performance management.
Prerequisite: MT3050
Delivery: on campus and online

MT3100 - Employee and Labor Relations - 4.5 Credits
This course has been designed to aid students who desire a deeper understanding of union-management relations. The course focuses on negotiation and administration of labor agreements with emphasis on the development and application of the more significant bargaining issues. The transaction between two organizations — management and the labor union — are also discussed.
Prerequisite: MT2050
Delivery: on campus and online

MT3200 - International Management - 4.5 Credits
This course builds on the fundamentals introduced in International Business. Topics explored include the process of internationalizing business, the scope of international trade, and exporting and managing parent-subsidiary relations. Importing in the global market, licensing, joint ventures, organization structure for global operations, and government intervention are also discussed.
Prerequisite: MT2050
Delivery: on campus and online

MT3230/PL3230 - Employment Law - 4.5 Credits
This course introduces students to laws and regulations that impact directly on employers and managers, including the Fair Labor Standards Act, Title VII of the Civil Rights Act of 1964, the Employee Retirement Income Security Act, and workers’ compensation. As part of their course work, students examine workplace issues such as affirmative action, sexual harassment, and various discrimination topics. Critical analysis of employment issues will be conducted to assist students in understanding the legal framework in which management decisions are made.
Prerequisite: MT2050
Delivery: on campus and online

MT3250/PS3250 - Organizational Behavior - 4.5 Credits
This course investigates the behavior of people within organizations for the purpose of applying such knowledge toward improving an organization's effectiveness. Three levels of behavior are studied: individual, individuals within a group, and inter-group behavior within organizations.
Prerequisites: EN1300 and MT2050
Delivery: on campus and online

MT3300 - Supervision - 4.5 Credits
This course focuses on the art of empowering and developing people. It provides a thorough review of the supervisory management functions of planning, organizing, leading, and controlling while addressing such contemporary issues as the quest for quality, team building, coaching, group dynamics, facilitation skills, and managing human resources and diversity.
Prerequisite: MT2050
Delivery: on campus and online

MT3470/PL3470 - Bankruptcy - 4.5 Credits
See PL3470

MT3500/CI3510 - Managing Information Systems - 4.5 Credits
Information systems (IS) have become powerful and indispensable tools of modern business. This course presents fundamental principles of IS from a business management perspective with emphasis on principles that a manager will find of particular use, such as those related to data management, e-commerce, and current trends in the use of information technology.
Prerequisite: MT2050
Delivery: on campus and online

MT3550 - Entrepreneurship and Small Business - 4.5 Credits
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
Delivery: on campus and online

MT3600 - Strategic Entrepreneurship - 4.5 Credits
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: MT2100
Delivery: on campus and online

MT3650 - Business Plan Development - 4.5 Credits
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.
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

**Delivery:** online

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**Course Description:**

This course focuses on Lean methods that employees may use to help an organization improve processes. Students will model Lean methods to enable an organization to meet its customers' and internal demand for quality products or services in an ethical and efficient manner. Students will learn how to use some basic process improvement tools following the DMAIC and DMADV phases, and how to prepare control plans to sustain improvements.

**Prerequisites:** MT3711D

**Delivery:** online
MT4230/CI4220 - Project Management - 4.5 Credits
See CI4220

MT4240 - International Entrepreneurship - 4.5 Credits
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
Delivery: on campus and online

MT4300 - Management Across Cultures - 4.5 Credits
This course provides students with a sense of the diversity of cultures and business practices throughout the world. The course enables students to focus on dynamic management issues in both foreign and diverse domestic environments. Major topic areas include international business management, cross-culture communication, negotiation and decision-making skills, ethics and social responsibility, strategy formulation and implementation, global organizational skills, and staffing and training for global operations.
Prerequisite: EN1300 and MT2050
Delivery: on campus and online

MT4420 - Strategic Human Resource Management - 4.5 Credits
This course provides a comprehensive review and integration of human resource management topics from a strategic perspective. Students will study the structure and conceptual model for strategic human resource practice and the implementation of human resource programs and policies using strategic approaches in order to attract, maintain, and develop an effective workforce.
Prerequisite: MT3080, MT3100, MT3230, and MT4050
Delivery: on campus and online

MT4441 - Business Review Lab - 1.5 Credits
This course provides a comprehensive review of business related topics to include management, marketing, business ethics and social responsibility, accounting, economics, business law, finance, business analysis, and international issues. A comprehensive examination over these topics will constitute a significant portion of the student's final course grade. (3.0 hours lab/week on campus)
Prerequisite: (AC1160 or AC2760), EC2050, EC2100, FN3000, LA3100, MA3000, MG3000, MT2050, MT4200, and Senior status
Delivery: on campus and online

MT4450 - Strategic Management - 4.5 Credits
This course provides practical training for the senior-level business student to develop an understanding and knowledge of strategic management as a tool for long-term business success. The course will develop skills in analyzing the various functions and contributions of the organization's component parts, and how they may be used in making strategic decisions. Students will create strategy by means of written case analysis.
Prerequisite: MT4441 or co-requisite
Delivery: on campus and online

MT4500-4540 - Management Internship - 4.5-13.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business environment. The student's responsibility is agreed upon in advance by the student's advisor, the business entity, and the student. Successful completion requires a written report by the student detailing the experience gained during the internship, and successful completion of the projects assigned by the business supervisor(s). The student earns either a "Satisfactory" or "Unsatisfactory" grade.
Prerequisite: Completion of Major Core courses and Senior status
Delivery: on campus

MT4501 - Human Resource Management Internship - 4.5 Credits
The human resource management internship is designed to allow students to obtain experience in an approved human resource management setting through the application of concepts and theories learned in the classroom. Successful completion requires a written report, detailing the experience gained during the internship, and successful completion of the projects assigned by the internship supervisor.
Prerequisite: MT4420 or co-requisite
Delivery: on campus and online

MT4505 - Human Resource Management Action Research Project - 4.5 Credits
The course combines experience working on a human resources management project, writing a senior-level thesis, and presenting the project. Learners will demonstrate critical, analytical, and interpretive skills in their project and thesis.
Prerequisite: MT4420
Delivery: on campus and online

MT1900-4990 - Special Topics in Management - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

MILITARY SCIENCE (MS)

Military Science Course Delivery Location
The Military Science (MS) courses are taught at the University of New Mexico.

MS3000 - Air Force Leadership Studies I - 4.5 Credits
Teaches cadets advanced skills and knowledge in management and leadership. Emphasis placed on enhancing leadership skills. Cadets have an opportunity to try out these
leadership/management techniques in a supervised environment as juniors and seniors.
Prerequisite: Instructor Permission
Delivery: on campus

MS3001 - Air Force Leadership Laboratory - 1.5 Credits
Application of leadership and management theories and concerns through participation in advanced leadership experiences; weight and fitness training.
Prerequisite: MS3000 co-requisite
Delivery: on campus

MS3100 - Air Force Leadership Studies II - 4.5 Credits
Teaches cadets advanced skills and knowledge in management and leadership. Emphasis placed on enhancing leadership skills. Cadets have an opportunity to try out these leadership/management techniques in a supervised environment as juniors and seniors.
Prerequisite: Instructor Permission and MS3000
Delivery: on campus

MS3101 - Air Force Leadership Laboratory - 1.5 Credits
Application of leadership and management theories and concerns through participation in advanced leadership experiences; weight and fitness training.
Prerequisite: MS3100 co-requisite
Delivery: on campus

MS4000 - Air Force National Security Affairs and Preparation for Active Duty I - 4.5 Credits
A foundation for seniors to understand their role as military officers in American society. An overview of the complex social and political issues facing the military profession.
Prerequisite: Instructor Permission
Delivery: on campus

MS4001 - Air Force Leadership Laboratory - 1.5 Credits
Advanced laboratory experience in practicing leadership and managerial techniques with individuals and groups. Applying effective communications and human relations.
Prerequisite: MS4000 co-requisite
Delivery: on campus

MS4100 - Air Force National Security Affairs and Preparation for Active Duty II - 4.5 Credits
A foundation for seniors to understand their role as military officers in American society. An overview of the complex social and political issues facing the military profession.
Prerequisite: Instructor Permission and MS4000
Delivery: on campus

MS4101 - Air Force Leadership Laboratory - 4.5 Credits
Advanced laboratory experience in practicing leadership and managerial techniques with individuals and groups. Applying effective communications and human relations.
Prerequisite: MS4100 co-requisite
Delivery: on campus

NURSING (NS)

NS1010 - Introduction to Professional Nursing - 2 Credits
This course is designed to introduce role understanding and socialization into professional nursing practice. Beginning with a brief historical overview of nursing, nursing is defined in its past, present, and future roles. A review of educational paths in nursing leads the student into an exploration of the multiple roles, responsibilities, and requisite skills of the nurse today and in the future. An introduction to nursing process, nursing informatics, culturally congruent care, health promotion, disease prevention, and health restoration concepts are presented. Nursing theory, legalities, and ethics are introduced. The scope of practice of the professional nurse, evidence based practice, as well as standards of professional practice will be explored. (20 hours theory)
Prerequisite: EN1150, MA1500 or MA2050, SC1232, SC1332, and SC1422
Delivery: on campus

NS1020 - Health Assessment - 2 Credits
This course introduces the associate degree nursing student to the principles and psychomotor skills necessary to provide holistic and culturally congruent care 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, MA1500 or MA2050, SC1232, SC1332, and SC1422
Delivery: on campus

NS1030 - Foundations of Nursing Practice - 8 Credits
This course introduces the associate degree nursing student to the principles and psychomotor skills necessary to provide holistic and culturally congruent nursing care for clients across the lifespan, with the focus on adults and older adults, in a variety of community and acute-care settings. Health promotion and maintenance principles are incorporated throughout this course. Emphasis is placed on use of the nursing process, critical thinking skills, and psychosocial and cultural care in providing client care. Students are provided faculty-guided theory and laboratory experiences as well as faculty-supervised open laboratory time in order to develop competence and confidence in the performance of nursing skills. (60 hours theory, 40 hours lab)
Prerequisite: SC1201, SC1370, NS1010, and NS1020; (NS1030 and NS1031 must be taken concurrently)
Delivery: on campus
NS1031 - Foundations of Nursing Practice Clinical - 2 Credits
This course provides the associate degree nursing student an introduction to an actual healthcare environment and the opportunity to implement the principles and psychomotor skills learned in previous and concurrent courses. Health promotion and maintenance principles are an integral component of nursing care. The learner has the opportunity to provide holistic and culturally congruent nursing care for adults and older adults in a long-term care setting. Emphasis is placed on the application of nursing skills, including the nursing process, psychosocial, and culturally congruent client relationships, clinical judgment, communication and documentation, health and physical assessment, and basic and advanced nursing procedures. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in the providing direct client care. (60 hours clinical)
Prerequisite: SC1201, SC1370, NS1010, and NS1020; (NS1030 and NS1031 must be taken concurrently)
Delivery: on campus

NS1040 - Pharmacology I - 4 Credits
Introduces the associate degree nursing student to the concepts and techniques of dosage calculation and medication administration by a variety of techniques. Students will apply critical thinking skills to the calculation and administration of medications. Through use of the nursing process, students are introduced to the basic concepts of pharmacology related to actions, therapeutic and adverse effects, and interactions of drugs/herbs. The course covers basic pharmacology of commonly used medications using a body systems approach with emphasis placed on therapeutic interventions and client education to clients across the lifespan. Emphasis will be placed on the importance of communication to the safe and competent administration of pharmacological agents. (30 hours theory, 20 hours lab)
Prerequisite: SC1201, SC1370, NS1010, and NS1020
Delivery: on campus

NS1050 - Adult Health Needs I - 4 Credits
This course will focus on the role of the professional nurse in application of the nursing process to meet the holistic healthcare needs of clients throughout the adult and older adult years. Emphasis is placed on nursing and pharmacological interventions in the care of clients with acute and chronic health conditions across the health-illness continuum in acute and long-term care settings. The course focuses on the concepts of pain management, fluid and electrolyte balance, perioperative care, care of the client with cancer, death and dying, infection and inflammation, and shock syndromes. Disorders of the musculoskeletal, integumentary, respiratory, and reproductive systems are presented. Health promotion, health maintenance, and illness prevention concepts will be linked with caring and cultural congruent care. (30 hours theory, 20 hours lab)
Prerequisite: NS1030, NS1031, and NS1040; (NS1050 and NS1051 must be taken concurrently)
Delivery: on campus

NS1051 - Adult Health Needs I Clinical - 5 Credits
This course provides the associate degree nursing student with the opportunity to incorporate medical/surgical nursing concepts and care in a healthcare environment, and the opportunity to implement the principles and psychomotor skills learned in previous and concurrent courses. Health promotion and maintenance principles are an integral component of nursing care. The learner will provide holistic and culturally congruent nursing care for adults and older adults in acute and subacute care settings. Emphasis is placed on the competent application of nursing care and skills for medically/surgically complex clients utilizing and implementing the nursing process, psychosocial, and culturally congruent client relationships, clinical judgment, communication and documentation, health and physical assessment, and advanced nursing procedures. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in the providing direct client care. (150 hours theory)
Prerequisite: NS1030, NS1031, and NS1040; (NS1050 and NS1051 must be taken concurrently)
Delivery: on campus

NS2011 - Maternal/Child Nursing - 6 Credits
This course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing family. The nursing process is utilized to identify and meet the needs of the childbearing family and to provide family-centered psychosocial and culturally sensitive care. An overview of pediatric nursing with emphasis on the well-child and care of the hospitalized child is included. Concepts of pharmacology specific to the pediatric and maternity client will be presented. (60 hours theory: 30 hours - obstetric, 30 hours theory - pediatric)
Prerequisite: SO1050 or PS1050, NS2031, and NS2032; (NS2011 and NS2012 must be taken concurrently)
Delivery: on campus

NS2012 - Maternal/Child Nursing Clinical - 3 Credits
This course provides the associate degree nursing student with the opportunity to incorporate maternal/newborn and pediatric nursing care concepts in various healthcare environments. It affords the student an opportunity to implement the principles and psychomotor skills learned in the previous and concurrent courses. Health promotion and maintenance principles are an integral component of nursing care. The student will provide holistic, culturally congruent nursing care to the childbearing family. Emphasis is placed on the competent application of nursing care skills and principles to the childbearing family as the client, utilizing and implementing the nursing process. Communication, clinical judgment, therapeutic client relationships, documentation, and health and physical assessment will be coupled with advanced nursing procedures. Students are provided faculty-guided and supervised clinical experiences in maternal, newborn, and pediatric settings 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, NS2031, and NS2032; (NS2011 and NS2012 must be taken concurrently)
Delivery: on campus

NS2021 - Mental Health Needs of Clients and Families - 3 Credits
This course introduces mental health concepts, selected common psychiatric disorders, treatment modalities, and related nursing care of clients and their families. Students will use communication and caring through the application of the therapeutic relationship in caring for and treating clients and families with common clinical conditions and disorders. Students will utilize the nursing process to assess and plan for the culturally sensitive care of clients and families. The professional nursing student will develop a teaching plan for a single psychoactive medication during the course and gain knowledge of common psychoactive medications used in the treatment of clients. (30 hours theory)
Prerequisite: EN1150, SO1050 or PS1050, NS2031, and NS2032; (NS2021 and NS2022 must be taken concurrently)
Delivery: on campus

NS2022 - Mental Health Needs of Clients and Families Clinical - 2 Credits
This course provides the associate degree nursing student with the opportunity to develop interpersonal skills for caring for clients, across the lifespan, who may be encountering difficulties in the perceptual or behavioral spheres. Students will develop culturally sensitive care plans using nursing process to meet the needs of the mental health client and the family. The professional nursing student will develop a teaching plan around client diagnosis or treatment and share with the client using therapeutic communication. The student will be able to assess the client and the environment for safety issues which may impair the provision of a therapeutic milieu. The student will integrate nursing care that considers dignity, worth, uniqueness, and the rights of individual clients and families. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in the providing direct client care. (60 hours clinical)
Prerequisite: SO1050 or PS1050, NS2031, and NS2032; (NS2021 and NS2022 must be taken concurrently)
Delivery: on campus

NS2031 - Adult Health Needs II - 4 Credits
This course focuses on the role of the professional nurse in applying the nursing process to meet the holistic health needs of clients throughout the adult and older adult years. Emphasis is placed on nursing and pharmacological interventions in the care of clients with acute and chronic health conditions across the health-illness continuum in acute care settings. Disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems, and the special senses are presented. Health promotion, health maintenance, and illness prevention concepts will be linked with caring and cultural congruence. (30 hours theory, 20 hours lab)
Prerequisites: PS2000, NS1050, and NS1051; (NS2031 and NS2032 must be taken concurrently)
Delivery: on campus

NS2032 - Adult Health Needs II Clinical - 7 Credits
This course provides the associate degree nursing student with the opportunity to incorporate advanced medical/surgical nursing concepts and care in a healthcare environment for complex and potentially medically unstable adult and older adult clients. The student will implement the principles and psychomotor skills learned in previous and concurrent courses, and manage health promotion and maintenance for assigned clients. The learner will provide holistic and culturally congruent nursing care with emphasis on the discriminating management of nursing care, implementation of the nursing process, psychosocial and culturally congruent client relationships, clinical judgment, communication and documentation, health and physical assessment, and advanced nursing procedures in acute and subacute care settings. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in providing direct client care. (210 hours clinical)
Prerequisites: PS2000, NS1050, and NS1051; (NS2031 and NS2032 must be taken concurrently)
Delivery: on campus

NS2040 - Pharmacology II - 1 Credit
This course is designed to be a lab experience allowing the student to demonstrate assessment, clinical judgment, and integration of knowledge to care for clients with complex disease management and pharmacological interventions. The course is designed to be a lab experience utilizing human simulation to provide complex physiological and pharmacological scenarios. Emphasis is placed on accurate assessment of data, selected pharmacological interventions, outcomes evaluation, and documentation. (20 hours lab)
Prerequisite: NS2011, NS2012, NS2021, and NS2022
Delivery: on campus

NS3011 - Complex Adult Health Needs - 5 Credits
This course challenges the associate degree nursing student to integrate and synthesize the knowledge gained in all previous courses to be applied to the adult and older adult client with co-morbidities of both acute and chronic health needs. Emphasis is placed on the management of clients with chronic illness that is complicated by an exacerbation or an acute illness, clients with compromised verbal abilities, clients requiring mechanical ventilation, and clients with multisystem 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, and NS2022; (NS3011 and NS3012 must be taken concurrently)
Delivery: on campus

NS3012 - Complex Adult Health Needs Clinical - 6 Credits
This clinical course provides the associate degree nursing student the opportunity to integrate all the components of the professional nursing role in acute care and subacute settings. The student will demonstrate leadership, management and culturally congruent care, and skill to care for clients with diverse and complex needs across the lifespan. Students will have the opportunity to demonstrate synthesis of clinical
competence and clinical judgment, and respond to complex and emergent client health needs. Students will have the opportunity to organize and prioritize care needs of multiple clients and justify the care of assigned clients. Students are provided faculty-guided and supervised clinical experiences in enhancing clinical judgment and in providing direct client care. (180 hours clinical)
Prerequisite: NS2011, NS2012, NS2021, and NS2022; (NS3011 and NS3012 must be taken concurrently)
Delivery: on campus

NS3026D - Concepts and Challenges in Professional Nursing - 3 Credits
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.
Delivery: online

NS3050D - Pathophysiology in Practice - 4 Credits
The focus of this course is on the mechanisms and clinical manifestations of high-volume and high-risk diseases/conditions common across the variety of nurse practice settings. Learners will explore the impact of episodic and chronic health challenges from a holistic individual, family, and community cultural perspective. This knowledge will be applied to the nurse's role in management of disease, injury, and health restoration within a caring and culturally sensitive context.
Prerequisite: Prior A&P course(s)
Delivery: online

NS3225D - Nursing Theory and Healthcare Delivery Models - 4 Credits
This course will utilize Leininger’s theory on culture care as a framework for introducing the learner to the paradigms, theories, values, concepts, and phenomenon of interest in the discipline of nursing. Learners will explore the relationships between theory, research, and practice. Additionally, learners will explore the U.S. healthcare delivery system, healthcare economics, the political process, and its impact on the health of individuals, families, and communities. Within this framework the learner will examine the impact of cultural, social, and ethnic diversity on the delivery of health care and develop strategies for addressing healthcare issues utilizing the political process.
Delivery: online

NS3250D - Ethics and Issues in Contemporary Nursing - 4 Credits
This course explores the theories, models, and principles that serve as guides for ethically sound behavior within a nursing context. The course 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.
Delivery: online

NS3305D - Evidence-Based Practice and Research in Nursing - 6 Credits
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: NS3026D, MA3000, and EN1300
Delivery: online

NS3315 - LPN to RN Transition - 4.5 Credits
This course is designed to assist the licensed practical/vocational nurse to transition to the role of the baccalaureate degree nurse. The focus is on the core competencies of critical thinking, therapeutic communication, assessment, and technical skill that progressive personal and professional role development of the beginning baccalaureate nurse. Nursing theory, professional values, legalities, and ethics are introduced. Nursing roles will be further explored: designer, coordinator, manager of care, mandatory reporter, advocate, change agent, educator, and member of a profession. Students are provided faculty-guided theory and laboratory experiences in order to develop competence and confidence in the performance of health history and physical assessments across the lifespan (theory and lab).
Prerequisite: Admission to the nursing clinical core
Delivery: on campus

NS3320D - Pathophysiologic Concepts I - 4 Credits
This online course introduces the concepts of pathophysiologic processes underlying disease states across the lifespan and human responses to those processes. As a basis for beginning nursing practice, students will link manifestations, diagnostic studies, complications, and disease management to specific disease states and pathologic processes. The focus is on specific processes involving stress response, immune function, cellular proliferation, fluid and electrolyte balance, acid-base imbalance, and selected body system disorders including renal, gastrointestinal, liver/biliary, endocrine, hematologic, integumentary, genetics, and reproduction.
Prerequisites: SC1232 and SC1332
Delivery: online

NS3321D - Holistic Health Assessment - 4 Credits
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).
Course Descriptions

Prerequisites: LPN Escrow course ONLY for LPNs bridging into BSN clinical core.
Delivery: online (theory), lab (on campus)

NS3325 - Introduction to Professional Nursing Practice - 3 Credits
Beginning with a brief historical overview of nursing, nursing is defined in its past, present, and future roles. Nursing theory, professional values, legalities, and ethics are introduced. The scope of practice of the professional nurse, as well as standards of professional practice will be explored. The core tenets of caring and healing are central to the practice of a professional nurse. Nursing literature will be introduced, and the student will begin to explore nursing theory and the evidence base of the discipline.
Prerequisites: LPN Escrow course ONLY for LPNs bridging into BSN clinical core.
Delivery: on campus

NS3326D - Professional Role Development - 2 Credits
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.
Prerequisites: LPN Escrow course ONLY for LPNs bridging into BSN clinical core.
Delivery: online

NS3330 - Foundations of Holistic Nursing - 7 Credits
This course focuses on the role of the professional nurse in using therapeutic communication, maintaining professional boundaries, and giving, translating, or transmitting health information to meet the holistic health needs of the 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).
Delivery: on campus

NS3331 - Foundations of Holistic Nursing Clinical - 3 Credits
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.
Delivery: on campus

NS3340D - Pathophysiologic Concepts II - 4 Credits
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.
Prerequisites: NS3320D
Delivery: online

NS3343 - Holistic Nursing Care in Chronic Illness I - 6 Credits
This course will focus on the role of the professional nurse in application of the nursing process to meet the holistic 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).
Delivery: on campus

NS3345 - Holistic Nursing Care in Chronic Illness I Clinical - 4 Credits
This clinical course will focus on the client and family experiencing chronic health conditions. Nursing students will apply the nursing process and utilize family theory to guide nursing actions that promote health and prevent disease for families with chronically ill family members. Students will appropriately communicate and engage in direct and indirect care of clients with chronic illness in a variety of healthcare settings. The physiologic and psychosocial needs and desires associated with chronic illness will be examined.
Delivery: on campus

NS3346D - Pharmacology for Nurses - 4 Credits
This course provides the theoretical background that enables the student to provide safe and effective nursing care related to 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.

Delivery*: online or on campus

* The course delivery format may vary by campus in order to meet the respective Board of Nursing requirements.

NS3360 - Holistic Nursing Care in Acute Illness I - 7 Credits
This course focuses on the foundational concepts, principles, and techniques of beginning and intermediate psychomotor skills necessary to provide holistic and culturally congruent nursing care for clients in the acute, sub-acute, and long-term care setting in order to promote physical restoration, maintenance, or independence. Emphasis is placed on the management and adaptation of clients with acute illness or exacerbations of chronic illness. Students will learn to provide physical nursing care and to perform delegated medical treatments (theory and lab).

Delivery: on campus

NS3361 - Holistic Nursing Care in Acute Illness I Clinical - 3 Credits
This clinical course builds on the foundational concepts and psychomotor skills necessary to provide holistic and culturally congruent nursing care for adult clients in the acute, sub-acute, and long-term care setting. Emphasis is placed on learning the nursing actions necessary to manage clients with acute signs, symptoms, disease, and illness trajectories in the acute care setting. Clinical practice guidelines, standard policy and procedures will inform the students' nursing practice. Students will learn to provide direct nursing care and perform delegated medical treatments such as medication administration, IV therapy, wound care, oxygen therapy, sterile technique, and surgical care. Students will collect and interpret data to provide client and family-centered care.

Delivery: on campus

NS4000D - Issues in Transcultural Nursing - 4 Credits
This course is designed to assist students to explore and analyze cultural values, beliefs, attitudes, and patterned life ways of themselves, clients, and other members of the community. Learners will describe examples of varying healthcare practices in populations. Utilizing culture care knowledge and methodologies, learners will develop a culturally-congruent nursing care plan that meets the holistic needs of a simulated client and family.

Prerequisite: EN1300

Delivery: online

NS4043 - Holistic Nursing Care of the Community - 6 Credits
This course is intended to prepare nurses in the practice of community and public health nursing. This course will meet the entry level population-based public health nursing competencies. Students will be introduced to the basic public health nursing knowledge base and personal characteristics that contribute to effective nursing practice in the community health setting. Mental health needs of communities, systems, individuals, and families will be incorporated in this course.

Prerequisite: EN1300

Delivery: on campus

NS4045 - Holistic Nursing Care of the Community Clinical - 2 Credits
This clinical course is intended to prepare nurses in the practice of community and public health nursing. Students will have clinical experiences with communities, systems, individuals, and families; with some exposure to home visiting during this educational experience. Each clinical experience has the potential to satisfy a variety of entry level population-based Public Health Nursing competencies. Mental health needs of communities, systems, individuals, and families will be incorporated in a variety of clinical settings.

Delivery: on campus

NS4050D - Public Health and Community Nursing - 6 Credits
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 and NS4000D

Delivery: online

NS4060D - Caring for Vulnerable Populations - 4 Credits
This course builds on Public Health and Community Nursing and focuses specifically on vulnerable populations. 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 Online RN to BSN: EN1300 and NS4050D

Prerequisites for Pre-Licensure BSN: EN1300 and NS4043

Delivery: online

NS4143 - Holistic Nursing Care in Acute Illness II and End of Life - 6 Credits
This course challenges the student to synthesize the multifaceted nursing roles associated with providing safe and effective care to complex patients in the emergent and/or acute care setting. Students will focus on the multiple dimensions of patient-centered care that promotes psychosocial and physiologic integrity of the client. The emphasis of this course will be focused on the ability of the student to synthesize knowledge from nursing, the arts and sciences in the holistic practice of professional nursing. 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.

Delivery: on campus

NS4145 - Holistic Nursing Care in Acute Illness II and End of Life Clinical - 4 Credits
This course challenges the professional nursing student to integrate and synthesize the knowledge gained in the previous acute care nursing course to be applied to clients throughout the lifespan. Students will 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.

Delivery: on campus

NS4150D - Information Technology in Nursing - 4 Credits
This course provides learners with knowledge about IT systems used in hospitals and healthcare agencies and applications to improve nursing delivery 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.

Delivery: online

NS4155D - Public Health and Community Nursing Clinical - 2 Credits
This course introduces the student to population based clinical experience with a focus on meeting the health needs of a community as a whole. The student will assess a community in relation to a Healthy People 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
Delivery: online

NS4210D - Research and Evidence-Based Practice - 4 Credits
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 and MA3010
Delivery: online

NS4243 - Holistic Nursing Care in Chronic Illness II and End of Life - 6 Credits
This course focuses on the role of the professional nurse in applying the nursing process to meet the holistic health needs of clients throughout the lifespan. Emphasis is placed on nursing interventions in the care of clients with chronic health conditions across the health-illness continuum and end of life care. Geriatric and end of life competencies will be discussed throughout the course.
Delivery: on campus

NS4245 - Holistic Nursing Care in Chronic Illness II and End of Life Clinical - 4 Credits
This clinical course focuses on the role of the professional nurse in applying the nursing process to meet the holistic health needs of clients throughout the lifespan. Emphasis is placed on nursing interventions in the care of clients with chronic health conditions across the health-illness continuum and end of life care. Geriatric and end of life competencies, psychosocial and physiologic integrity nursing strategies, and safe and effective care environments will be demonstrated in the clinical setting. The student will further explore the concepts of supervision and delegation of healthcare personnel in the healthcare setting.
Delivery: on campus

NS4300 - Concept Integration for the Professional Nursing Role I - 5 Credits
This course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing family. The nursing process is utilized to identify and meet the needs of the childbearing family and to provide family-centered psychosocial and culturally sensitive care. 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).
Delivery: on campus

NS4310 - Concept Integration for the Professional Nursing Role II - 5 Credits
This integrative concept course enhances the student’s understanding of the complex roles professional nurses 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).
Delivery: on campus

NS4350D - Quality Management in Nursing and Health Care - 4 Credits
This course provides a multidisciplinary approach to quality management. The learner will gain an understanding of the historical and theoretical evolution of quality management, national quality standards, customer satisfaction and cost,
issues in quality care, various methods of collecting and managing quality data, and applying evidence-based practice to healthcare systems to improve quality outcomes.
Prerequisite: EN1300
Delivery: online

NS4400D - Leadership and Management in Nursing - 6 Credits
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.
Prerequisites for Online RN to BSN: EN1300, NS3225D, NS3305D, and NS4150D
Prerequisites for Pre-Licensure BSN: All 3000-level nursing courses and EN1300
Delivery: online

NS4401D - Nursing Leadership in Practice Capstone - 5 Credits
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; NS3225D; NS3305D; NS4150D
Delivery: online

ORGANIZATIONAL LEADERSHIP (OL)
OL3100 - Principles of Organizational Leadership - 4.5 Credits
Leadership has been a key topic in many management courses, and in recent years, it has been recognized that effective leadership is required to meet organizational challenges. This course will help students gain insight and learn necessary skills to enhance their leadership abilities.
Prerequisite: MT1050
Delivery: on campus and online

OL4100 - Organizational Culture and Leadership - 4.5 Credits
Culture in organizational settings is complex and diverse. This course will address culture at the national, industrial, organizational, and sub-organizational levels.
Prerequisite: OL3100
Delivery: on campus and online

OL4200 - Learning Organizations - 4.5 Credits
Competition and globalization require an organization's leaders to think creatively and learn adeptly to ensure business survival. A learning culture is used strategically to help a company remain competitive within complex operating environments. This course discusses the driving forces that encourage the development of learning organizations and the necessary elements to create them. How organizational leaders strategically develop and sustain these elements is also presented.
Prerequisite: OL3100
Delivery: on campus and online

OL4300 - Organizational Development and Change - 4.5 Credits
Change is an inevitable part of life, and organizations must be able to anticipate and understand change in order to remain competitive. In this course, students will learn to use specific processes and techniques to implement planned change interventions in organizations to maximize effectiveness. Developing the individual, work teams, and the organization as a whole are also addressed.
Prerequisite: OL3100
Delivery: on campus and online

OL4501 - Organizational Leadership Action Research I - 3 Credits
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, and OL4300
Delivery: on campus and online

OL4551 - Organizational Leadership Action Research II - 3 Credits
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
Delivery: on campus and online

OL1900-4990 - Special Topics in Organizational Leadership - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

OPERATIONS MANAGEMENT (OM)
OM1000D - Introduction to Business Logistics - 4.5 Credits
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
Delivery: online
OM2300D - Demand Forecasting and Inventory Management - 4.5 Credits
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
Delivery: online

OM3200D - Logistics and Transportation Management - 4.5 Credits
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 AAS-Business Logistics: OM1000D and MT2050 Prerequisite BS-Business Administration-Supply Chain Management: MT2050
Delivery: online

OM3050D - Purchasing and Supply Chain Management - 4.5 Credits
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 AAS-Business Logistics: OM1000D and MT2050 Prerequisite BS-Business Administration-Supply Chain Management: MT2050
Delivery: online

OM3000 - Operations Management - 4.5 Credits
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
Delivery: on campus and online

OM3100D - Business Logistics Internship - 4.5 Credits
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
Delivery: online

OM3150D - Business Logistics Project - 4.5 Credits
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
Delivery: online

OM3200D - Marketing and Distribution Channels - 4.5 Credits
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 and OM3000
Delivery: online

OM3400D - Manufacturing Planning and Control - 4.5 Credits
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
Delivery: online

OM4100D - Quality Management in the Supply Chain - 4.5 Credits
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
Delivery: online

OM4500D - Strategic Supply Chain Management - 4.5 Credits
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
Delivery: online
OCCUPATIONAL THERAPY (OT)

OT1000 - Foundations for Occupational Therapy with Lab - 4.5 Credits
This course provides an introduction to the occupational therapy profession and to the principles and practices which promote health and participation in life through engagement in occupation. This course introduces fundamental concepts and aspects of occupational therapy philosophy, goals, values, and ethics. Students learn about OT/OTA role delineation and collaborative relationships. Through lecture, lab, discussion, and assignments, students learn skills that are central to the practice of occupational therapy: activity analysis, writing goals and objectives, teaching and learning methods and styles, time-use management, and effective communication. (3 hours lecture, 3 hours lab per week)
Prerequisite: Formal admission into the OTA Clinical Core
Delivery: on campus

OT1040 - Clinical Conditions in Occupational Therapy with Lab - 4.5 Credits
This course explores the etiology, symptoms, prognosis, clinical course, and management of congenital and developmental disabilities, acute and chronic diseases, traumatic injuries, psychiatric conditions, and other client conditions that are commonly seen in occupational therapy. The effects of such conditions on development and occupational performance throughout the lifespan are examined during lecture, discussion, and laboratory activities. Precautions ensuring client and caregiver safety are discussed. Presentations from expert clinicians are provided. (2.5 hours online, 4 hours lab per week)
Prerequisite: OT1000 or co-requisite
Delivery: on campus and online (Blended)

OT1060 - Human Movement for Occupation with Lab - 4.5 Credits
This course provides students with knowledge and application of biomechanics, kinesiology, and movement-related function that is necessary for occupation. The interrelationship among the central nervous system, peripheral nervous system, and musculoskeletal system is discussed. Students examine anatomical landmarks, muscle strength, muscle endurance, joints, posture, balance, and analysis of functional movement for basic occupations. (2.5 hours lecture, 4 hours lab per week)
Prerequisite: OT1000 and SC1332
Delivery: on campus

OT2020 - Pediatric Practice and Level I Fieldwork - 4.5 Credits
This course explores the theories and models of practice used in occupational therapy evaluation and intervention for infants, children, and adolescents. Observation skills, problem solving, critical thinking, treatment techniques, and documentation are practiced through case studies, laboratory activities, examinations, discussion, and field experiences. This course explores the use of assistive technology to enhance occupational performance in pediatrics. Fieldwork consists of observation and guided practice for application of the occupational therapy process in medical, educational, and community settings serving children and adolescents. (2 hours online, 4 hours lab per week plus 15 hours fieldwork)
Prerequisite: OT1040 and SC1332
Delivery: on campus and online (Blended)

OT2040 - Physical Rehabilitation and Level I Fieldwork - 6 Credits
This course examines the theories and models of practice used in occupational therapy evaluation and intervention for adults with physical disabilities. Observation skills, problem solving, critical thinking, treatment techniques, and documentation are practiced through case studies, laboratory activities, examinations, discussion, and field experiences. This course provides exploration of assistive technology and techniques used in occupational therapy rehabilitation settings including physical agent modalities, splinting, computer programs, low vision adaptations, and adaptive equipment. Fieldwork consists of observation and guided practice for application of the occupational therapy process in a hospital, clinic, nursing home, and/or home health settings serving adults with physical dysfunction. (2.5 hours online, 6 hours lab per week plus 15 hours fieldwork)
Prerequisite: OT1060 and OT2020
Delivery: on campus and online (Blended)

OT2060 - Psychosocial Practice and Level I Fieldwork - 4.5 Credits
This course provides an understanding of mental illness and psychosocial dysfunction, as well as the theories and models of practice used in occupational therapy evaluation and intervention for adolescents and adults. Observation skills, problem solving, critical thinking, treatment techniques, and documentation are learned through case studies, laboratory activities, written and practical examinations, discussion, and field experiences. Emphasis is placed on therapeutic use of self, groups, and group processes. Fieldwork consists of observation and guided practice for application of the occupational therapy process in hospitals, clinics, and community facilities that serve individuals with mental health dysfunction. (2 hours online, 4 hours lab per week plus 15 hours fieldwork)
Prerequisite: OT2020 and PS1050
Delivery: on campus and online (Blended)

OT2080 - Geriatric Practice and Level I Fieldwork - 4.5 Credits
This course examines the processes of aging within cultural, social, demographic, and economic contexts. Observation skills, problem solving, critical thinking, evaluation, intervention, and documentation are learned through case studies, laboratory activities, examinations, discussion, and field experiences. This course focuses on intervention techniques used to modify daily occupational tasks through environmental assessments and adaptation. Fieldwork visits are with healthy, active older adults in the community as well as adults with physical and mental dysfunction in nursing home, home health, adult day care, skilled nursing, and dementia-care settings. (2 hours lecture, 4 hours lab per week plus 15 hours fieldwork)
Prerequisite: OT2040 and OT2060
Delivery: on campus and online (Blended)
OT2220 - Evidence-Based Practice with Lab - 2 Credits
This course focuses on the provision of the knowledge and skills to access and appraise all levels of professional literature to inform best assessment and intervention practices. Students are introduced to basic research concepts. Emphasis is placed on skills for being a life-long consumer of knowledge. (1 hour lecture, 2 hours lab per week)
Prerequisite: OT2020
Delivery: on campus

OT2240 - Management and Professional Issues - 4.5 Credits
This course examines basic management and support tasks for the role of the occupational therapy assistant. Topics include program development, ethical principles in the workplace, supervisory relationships and personnel considerations, the roles and functions of regulatory agencies, funding and reimbursement systems, health care delivery systems, and entrepreneurship. Additional topics include preparation for Level II fieldwork, licensure and certification, and writing a professional development plan.
Prerequisite: EN1150 and OT2020
Delivery: on campus

OT2400 - Clinical Reasoning with Lab - 4.5 Credits
This course focuses on application, integration, and assimilation of clinical reasoning skills, problem-solving strategies, and a deeper understanding of the occupational therapy process. Building on previous core classes, students work together to make sound ethical, clinical-based decisions in case studies, role plays, class discussions, and presentations. This capstone course prepares students for fieldwork and entry-level practice. (3 hours lecture, 3 hours lab per week)
Prerequisite: EN1150, OT2040, OT2060, and (OT2080 or co-requisite)
Delivery: on campus

OT2500 - Level II Fieldwork A - 9 Credits
This clinical course is the culmination of the theory, foundations, and skills learned in the OTA curriculum. Students will use the occupational therapy process while practicing the skills of an entry-level OTA. Students are assigned to a setting working with individuals with developmental, physical, and/or psychosocial dysfunction. Students complete a full time clinical experience for a minimum of eight weeks. This experience must be supervised by a licensed or credentialed OT or OTA and must be completed during the day as indicated by the cooperating fieldwork site.
Prerequisite: OT1000 through OT2400 and Gen Ed courses must be successfully completed with at least a grade of "C" and an overall GPA of 2.5
Delivery: on campus

OT2501 - Level II Fieldwork B - 9 Credits
This clinical course is the culmination of the theory, foundations, and skills learned in the OTA curriculum. Students will use the occupational therapy process while practicing the skills of an entry-level OTA. Students are assigned to a setting working with individuals with developmental, physical, and/or psychosocial dysfunction. Students complete a full time clinical experience for a minimum of eight weeks. This experience must be supervised by a licensed or credentialed OT or OTA and must be completed during the day as indicated by the cooperating fieldwork site.
Prerequisite: OT1000 through OT2400 and Gen Ed courses must be successfully completed with at least a grade of "C" and an overall GPA of 2.5
Delivery: on campus

PL1100/SO1100 - Introduction to Legal Principles - 4.5 Credits
This course examines the United States legal system from a historical and philosophical perspective. Students explore numerous topics, including the relationship between law, values, status, wealth, and power. Students are introduced to legal reasoning and analysis, the dynamic process of making and enforcing laws, the structure of the legal system in this country, and the participants in that system.
Delivery: on campus

PL1150 - Legal Research I - 4.5 Credits
This course is a study of methods and procedures used in legal research. It introduces the student to indexes used as the primary source of the law (statutes, regulations, and case law), and secondary sources (legal encyclopedias), and includes an introduction to computerized researching.
Prerequisite: EN1150
Delivery: on campus

PL1350 - Legal Research II - 4.5 Credits
This course is an extension of Legal Research I with an emphasis on complete research of specific legal problems or questions. The student is given responsibility to research a project embodying several questions of law with the results reduced to a legal memorandum.
Prerequisite: EN1300 and PL1150
Delivery: on campus

PL2050 - Torts - 4.5 Credits
This course is a study of the basic principles of tort law. Students examine the elements of the different torts, including negligence, the various intentional torts, strict liability, torts connected to land, and products liability. Students analyze hypothetical tort claims, possible defenses to such claims, and damages resulting from such torts.
Delivery: on campus

PL2100/SO2120 - Domestic Relations - 4.5 Credits
This course is a study of family law and a review of law and procedures relative to marriage, divorce, adoption, parent/child relationships with legal rights, privileges, and duties of all parties.
Delivery: on campus

PL2150 - Civil Procedure - 4.5 Credits
This course explores the civil litigation process. Students acquire a thorough knowledge of all aspects of a civil procedure, including service of process, pretrial discovery,
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisite(s)</th>
<th>Delivery: on campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL2350</td>
<td>Criminal Procedure - 4.5 Credits</td>
<td></td>
<td>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.</td>
<td>PL1100</td>
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<tr>
<td>PL2500/EN2500</td>
<td>Legal Writing - 4.5 Credits</td>
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<td>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.</td>
<td>EN1300</td>
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<tr>
<td>PL3000</td>
<td>Law Office Technology - 4.5 Credits</td>
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<td>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, management, electronic discovery, litigation support, presentation and trial graphics, electronic research, databases, and word processing.</td>
<td>PL1100</td>
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<tr>
<td>PL3050</td>
<td>Real Property - 4.5 Credits</td>
<td></td>
<td>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.</td>
<td>PL1350 or Junior status</td>
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<tr>
<td>PL3100</td>
<td>Professional Ethics and Law Office Procedures - 4.5 Credits</td>
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<td>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.</td>
<td>PL1100</td>
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<tr>
<td>PL3120/EN3120</td>
<td>Classical Rhetoric in a Digital Age - 4.5 Credits</td>
<td></td>
<td>Of the many definitions of &quot;rhetoric,&quot; 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.</td>
<td>EN1300</td>
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<tr>
<td>PL3230/MT3230</td>
<td>Employment Law - 4.5 Credits</td>
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<td>See MT3230</td>
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<tr>
<td>PL3250</td>
<td>Wills, Trusts, and Probate - 4.5 Credits</td>
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<td>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.</td>
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<tr>
<td>PL3400</td>
<td>Evidence/Exclusionary Rule - 4.5 Credits</td>
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<td>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.</td>
<td>PL1350</td>
<td></td>
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<tr>
<td>PL3470/MT3470</td>
<td>Bankruptcy - 4.5 Credits</td>
<td></td>
<td>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.</td>
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<tr>
<td>PL3500</td>
<td>Introduction to Contracts - 4.5 Credits</td>
<td></td>
<td>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.</td>
<td>PL1150</td>
<td></td>
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PL4110 - Elder Law - 4.5 Credits
This course examines various legal issues encountered by the elderly, and explores various methods for addressing those issues, including advance directives, wills, trusts, guardianships, entitlement programs, managed care and long-term care insurance, viatical settlements, living facilities for the elderly, financial planning, and elder abuse.
Prerequisite: PL3250
Delivery: on campus

PL4150 - Practical Legal Investigation - 4.5 Credits
This course instructs the student in methods of conducting a proper investigation through interviewing techniques, records investigation, the taking of statements, and proper reporting of obtained information.
Prerequisite: PL2150
Delivery: on campus

PL4200 - Litigation and Trial Practice - 4.5 Credits
This course prepares the student to assist attorneys in all aspects of civil litigation from the client interview through pre-trial discovery and motion practice, to trial and post-trial motions and appeals. This course guides the student through an entire set of facts and requires considerable research and the preparation of discovery documents, motions, briefs, stipulations, and other papers related to civil litigation.
Prerequisite: PL2150
Delivery: on campus

PL4220 - Environmental Law - 4.5 Credits
This course examines the complex and interrelated federal, state, and local laws and regulations controlling pollution, and the environment.
Prerequisite: PL1350
Delivery: on campus

PL4250 - Administrative Law - 4.5 Credits
This course examines administrative agencies and administrative procedures, with emphasis on federal agencies. Students review constitutional issues addressed during the development of agencies and the delegation of power to agencies. Students study procedures governing agency actions, including rulemaking, investigations, enforcement, and adjudications.
Prerequisite: PL1350
Delivery: on campus

PL4350 - Adversary System - 4.5 Credits
This course examines the adversary system and alternate dispute resolution methods. It is also a practicum that applies the knowledge and skills developed by the student in previous courses. Students assist in the preparation of a lawsuit for trial, commencing with the initial interview through post-trial motion procedures.
Prerequisite: PL2150
Delivery: on campus

PL4500-4590 - Paralegal Internship - 4.5-13.5 Credits
This course provides the student with practical experience in a law firm or other law-related office in a capacity agreed upon in advance by the faculty internship supervisor, the internship office, and the student. Students communicate regularly with the faculty internship supervisor and submit weekly reports completed by the student. The student earns either a "Satisfactory" or "Unsatisfactory" grade. (135 internship hours)
Prerequisite: PL2500 and program coordinator or chair approval
Delivery: on campus

PL4600 - CLA Review - 4.5 Credits
Although national certification is not a professional requirement for paralegals/legal assistants, it is strongly encouraged. This course provides an in-depth, comprehensive review of the paralegal curriculum, accomplished through study of the concepts covered in the Certified Legal Assistant (CLA) Examination.
Prerequisite: Program coordinator or chair approval
Delivery: on campus

PL1900-4990 - Special Topics in Paralegal Studies - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

PHARMACY (RX)

RX1000 - Introduction to Pharmacy with Lab - 4 Credits
This is an introductory course in the field of pharmacy. The course orients students to the work of pharmacy technicians and the context in which the technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery. Students are introduced to the medication laws, standards, and regulations affecting pharmacy technicians and the concept of quality assurance and its procedures. Students examine the attitudes, values, and beliefs necessary for successful pharmacy technicians. Common medications, by trade and generic name, targeted outcome, and primary body system are investigated. Lab activities are embedded in the course. (3.5 hours lecture, 0.5 hours lab)
Prerequisite: EN1000 or placement recommendation
Delivery: on campus

RX1100 - Pharmacy Calculations - 4 Credits
This course introduces students to the calculations performed by technicians in the pharmacy practice setting. The course will orient users to the different measuring systems used in the pharmacy and conversions between the systems. Students will also learn common pharmacy symbols. Calculations will include proportions and dilutions. Common calculations in pharmacy will be applied, such as calculating proper dosage and identifying amounts of ingredients for compounded products. Common medications, by trade and generic name, targeted outcome, and primary body system, are investigated.
Prerequisites: CS1300 or placement recommendation
Delivery: on campus
RX1500 - Pharmacy Operations with Lab - 3 Credits
This course provides students with knowledge of pharmacy operations in a variety of settings. Students will investigate the role of a pharmacy technician in dispensing medications, examine duties in sterile and nonsterile environments, control inventory and purchase pharmaceuticals, demonstrate professional communication and customer service skills, and distinguish practices for safety and the prevention of medication errors. Lab activities to practice and demonstrate skills are embedded in the course. (1.5 hours lecture, 1.5 hours lab per week)
Prerequisites: CS1300 and EN1000 or placement recommendation
Delivery: on campus

RX2200 - Medical Insurance and Pharmacy Law - 2 Credits
This class provides students with a basic understanding of medical insurance and pharmacy billing. Students utilize current technology to initiate, verify, adjudicate, and collect payment for pharmacy services and supplies. The process to dispense medications and over-the-counter products in accordance with federal and state laws and regulations is outlined.
Prerequisites: RX1000 and RX1500
Delivery: on campus

RX2310 - Community or Outpatient Pharmacy Lab - 2 Credits
This course provides students with hands-on experience in the production of pharmaceutical products utilized in community retail or outpatient pharmacies. Topics addressed include the skills of medication preparation, labeling, product storage, providing supplemental patient information, immunizations, and quality assurance. Students also learn to prepare manufactured products for distribution, and to compound nonsterile products.
(4 hours lab per week)
Prerequisites: RX1000 through RX1500
Delivery: on campus

RX2500 - Drug Therapeutics I with Lab - 4 Credits
This course provides students detailed information on the therapeutic use and side effects of prescription medications, nonprescription medications, and alternative therapies. For each medication studied, students learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration. Therapeutic areas covered include the renal and endocrine systems; plus hormone, topical dermatologic, ophthalmic, and otic agents. Lab activities are embedded in the course. (3.5 hours lecture, 0.5 hours lecture per week)
Prerequisite: RX1000 through RX1500
Delivery: on campus

RX2510 - Inpatient Pharmacy Lab - 2 Credits
This course provides students with hand-on experience in the production of pharmaceutical products utilized during inpatient hospital stays. Students demonstrate the skills of medication preparation, documentation, storage, and distribution. Controlled substances, investigational, cytotoxic, and other hazardous medication products are included. (2 hours lecture, 2 hours lab per week)
Prerequisite: RX1000 through RX2700
Delivery: on campus

RX2600 - Drug Therapeutics II with Lab - 4 Credits
This course provides students detailed information on the therapeutic use and side effects of prescription medications, nonprescription medications, and alternative therapies. For each medication studied, students learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration. Therapeutic areas covered include the gastrointestinal, cardiac, and respiratory systems, plus muscle relaxants, narcotic analgesics, anti-inflammatory drugs, immunizations, and neoplastic agents. This course teaches the American Heart Association’s cardiopulmonary resuscitation of adults, children, and infants. Safety concerns and disaster responses in the health care environment are explored. Lab activities are embedded in the course. (1.5 hours lecture, 1.5 hours lab per week)
Prerequisites: EN1150 and RX2500
Delivery: on campus

RX2700 - Drug Therapeutics III with Lab - 3 Credits
This course provides students detailed information on the therapeutic use and side effects of prescription medications, nonprescription medications, and alternative therapies. For each medication studied, students learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration. Therapeutic areas covered include the gastrointestinal, cardiac, and respiratory systems; plus hormone, topical dermatologic, anti-inflammatory drugs, immunizations, and neoplastic agents. This course teaches the American Heart Association’s cardiopulmonary resuscitation of adults, children, and infants. Safety concerns and disaster responses in the health care environment are explored. Lab activities are embedded in the course. (1.5 hours lecture, 1.5 hours lab per week)
Prerequisites: RX1000 through RX2700
Delivery: on campus

RX2850 - Preparing for the Pharmacy Profession with Lab - 3 Credits
This course provides students with the tools they will need to be successful as pharmacy technicians. Students are exposed to a variety of issues related to the attitudes, values and skills; in addition to the legal responsibilities of a pharmacy technician. Students will review areas of concentration presented throughout the entire program, such as: pharmacy calculations, aseptic compounding, non-sterile compounding, basic biopharmaceutics, and pharmacy laws and regulations. They also re-examine areas related to processing of prescriptions, purchasing, and inventory control. A final review of this information is essential to the successful passing of the national certification exam. Throughout this course, students gain an appreciation for the value of technician certification and active involvement in professional organizations. Lab activities are embedded in the course. (1.5 hours lecture, 1.5 hours lab per week)
Prerequisites: RX1000 through RX2700
Delivery: on campus

RX3110 - Inpatient Externship - 4 Credits
Students practice skills developed in the didactic and laboratory phases of their training in an environment that provides inpatient services. The student will engage in the entire scope of activities that might be performed by a
pharmacy technician at the particular site. The student will be evaluated by the site's preceptor.
Prerequisites: RX2850
Delivery: on campus

RX3120 - Community or Outpatient Externship - 4 Credits
Students practice skills developed in the didactic and laboratory phases of their training in a community or outpatient pharmacy that does not offer inpatient services. The student will engage in the entire scope of activities that might be performed by a pharmacy technician at the particular site. The student will be evaluated by the site's preceptor.
Prerequisites: RX2850
Delivery: on campus

RX1900-2990 - Special Topics for Pharmacy Technicians - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

POLITICAL SCIENCE (PO)

PO2200 - United States Government - 4.5 Credits
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.
Delivery: on campus and online

PO3450 - International Relations - 4.5 Credits
This course addresses selected topics in the field of international relations. Students will analyze important historical events, the nature of power politics, tools of foreign policy and international trade dimensions along with current issues and ethical considerations implicit in the field. Through a guided examination and reflection of such topics, students will become better informed citizens in a world that is becoming ever more globalized.
Prerequisite: PO2200
Delivery: on campus and on line

PSYCHOLOGY (PS)

PS1050 - Introduction to Psychology - 4.5 Credits
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.
Delivery: on campus and online

PS2000 - Human Growth and Development - 4.5 Credits
This course is designed to increase the student's knowledge and understanding of growth and development at each age and stage throughout the lifespan. Concepts and theories about physical, cognitive, social, and personality development over the lifespan are presented. Emphasis is placed on issues and theoretical perspectives in the field, genetic and environmental influences, the development of basic human abilities, and the development of self in society.
Delivery: on campus and online

PS2100 - Human Relations - 4.5 Credits
This course is a study of interactions among people - why our beliefs, attitudes, and behaviors sometimes cause interpersonal conflict in our personal lives and in work-related situations. The emphasis is on the analysis of human behavior, prevention strategies, and resolution of behavioral problems in organizations.
Delivery: on campus and online

PS3100 - Abnormal Psychology - 4.5 Credits
This course will provide an understanding of psychopathology using an integrative and multidimensional perspective. Psychological disorders will be explored from biological, psychological, and social dimensions. Additional focus will be concentrated on the clinical description, causation, treatment, and outcome of diagnosable pathology.
Prerequisite: PS1050
Delivery: on campus and online

PS3250/MT3250 - Organizational Behavior - 4.5 Credits
See MT3250

PS3500/MG3500 - Consumer Behavior - 4.5 Credits
See MG3500

PS1900-4990 - Special Topics in Psychology - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

SCIENCE (SC)

SC1040 - General Biology - 4.5 Credits
This lecture course is designed to introduce the student to the life sciences. Development of a science-oriented vocabulary is stressed. Organization, structure/function relationship, the scientific method, characteristics of living things, and information systems are some of the topics discussed.
Delivery: on campus

SC1055 - Biological Concepts with Lab - 4.5 Credits
This course is designed to introduce the student to the life sciences. Development of a science-oriented vocabulary is stressed. Organization, structure/function relationships, the scientific method, characteristics of living things, and information systems are some of the topics discussed. Laboratory exercises reinforce biological concepts learned in the lecture portion of this course. (3.5 hours lecture, 2 hours lab per week)
Delivery: on campus

SC1100 - Environmental Science - 4.5 Credits
This course is an introduction to environmental science that includes energy principles, relationships of organisms in ecosystems, and human impact.
Delivery: on campus and online

SC1120 - Astronomy - 4.5 Credits
This course is an introduction to astronomy as a science. Basic principles of physics are utilized in developing an overall concept of our location in space and a general view of the neighborhood. Current topics are emphasized.
Delivery: on campus

SC1150 - Environmental Geology - 4.5 Credits
This course includes the examination of Earth processes that influence human activities. Topics include Earth development, rocks and minerals, internal Earth processes, surface Earth processes, Earth resources, pollution, and waste disposal.
Delivery: on campus

SC1180 - Basic Animal Anatomy - 4 Credits
This course is an introduction to anatomy of domestic animals. Parts of the animal and the skeleton will be emphasized. In addition, major muscles, vessels, nerves, and organs will be identified and their primary functions discussed.
Delivery: on campus

SC1200 - Principles of Nutrition - 4.5 Credits
This course introduces nutritional concepts including principles of digestion and absorption, the functions of nutrients, lifecycle needs, disease prevention, and weight management. The basic principles of nutrition are studied with particular emphasis on their applications to human health and daily living.
Delivery: on campus

SC1201 - Nutritional Foundations - 2 Credits
This course introduces the basic nutritional concepts and their application to health and disease modification and prevention; including digestion and absorption, functions of nutrients, nutritional needs across the lifespan, and weight management.
Delivery: on campus and online

SC1210 - Introduction to Meteorology - 4.5 Credits
This course examines the nature of the atmosphere, including how and why a wide variety of weather conditions are observed on the Earth. Topics include: heat transfer and temperature; moisture, clouds and precipitation; air pressure and wind; mid-latitude storm systems; tornadoes and hurricanes; weather forecasting; and climate change. There will also be a special emphasis on local climatology.
Delivery: on campus

SC1221 - Essentials of Anatomy and Physiology with Lab - 6 Credits
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)
Delivery: on campus

SC1223D - General Anatomy and Physiology - 4 Credits
This bridging course in anatomy and physiology studies is available to students who have completed prior college-level course work in the field. Throughout the course, students will demonstrate knowledge of the complementary relationship between structure and function of the various body systems, as well as the integration of systems to maintain homeostasis.
Prerequisite: Prior Anatomy and Physiology course(s)
Delivery: online

SC1224D - Advanced Essentials Anatomy and Physiology with Lab - 6 credits
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
Delivery: online

SC1232 - Human Anatomy and Physiology I with Lab - 6 Credits
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)
Delivery: on campus and online

SC1240 - Anatomy and Physiology of Domestic Animals - 4 Credits
This course is a systems approach to the study of the essentials of anatomy and physiology of domestic animals. (4 hours lab per week)
Prerequisite: ME1140
Delivery: on campus

SC1280 - Comparative Anatomy Lab - 2 Credits
This course covers the comparison of the anatomy of domestic animals using the cat as a model of dissection.
Prerequisite: SC1240
Delivery: on campus

SC1300 - Physical Science - 4.5 Credits
This lecture course provides a general knowledge of the physical sciences dealing with matter and energy. Lectures cover introductory chemistry, physics, astronomy, and earth sciences.
Prerequisite: MA1500  
Delivery: on campus  

SC1320 - Anatomy and Physiology of Domestic Animals II - 3 Credits  
This course is a continuation of the systems approach to the study of the essentials of anatomy and physiology of domestic animals. Systems not covered in Anatomy and Physiology of Domestic Animals I are addressed.  
Prerequisite: SC1240  
Delivery: on campus  

SC1332 - Human Anatomy and Physiology II with Lab - 6 Credits  
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  
Delivery: on campus and online  

SC1354 - General Chemistry and Biochemistry with Lab - 4.5 Credits  
This course is a basic study of concepts of chemistry and its importance in life sciences. This course emphasizes biochemistry and includes intense problem-solving sessions in the metric system and medical mathematics. Laboratory exercises reinforce chemistry concepts learned in the lecture portion of this course. (3 hours lecture, 3 hours lab per week)  
Delivery: on-campus  

SC1370 - Pathophysiology - 6 Credits  
This course is designed to familiarize the beginning nursing student with the communication, interpretation and impact of disease by an individual, family, and community. The interrelatedness and response to disease will consider the biological, social, cultural, spiritual, physical, and behavioral aspects of the individual. Etiology, signs and symptoms, demographics, pathogenesis, and co-morbidities will be considered in reference to various disease processes.  
Prerequisite: SC1332  
Delivery: on campus  

SC1421D - Microbiology - 4.5 Credits  
This course is a general introductory course to microbiology. It provides a background in many areas of microbiology, antimicrobial agents and immunology. Host parasite relationships of microorganisms will be studied with an emphasis on bacteria.  
Delivery: online  

SC1422 - Microbiology with Lab - 6 Credits  
This course is a general introductory course to microbiology. It provides a background in many areas of microbiology, antimicrobial agents, 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)  
Prerequisite: SC1221  
Delivery: on campus  

SC2050 - Clinical Kinesiology - 4 Credits  
This course explains the body’s structures, regions, and movements. Course content includes a review of location and movement terminology, bone structure and function, joint structure and function, and muscle profiles. Students will learn how an understanding of the body’s structures will help the body move through joint motions, and passive and resisted range of motion techniques. Clinical applications of concepts reinforce learning and integration of knowledge into practice.  
Prerequisite: SC2061  
Delivery: on campus  

SC2061 - Palpation of Anatomy with Lab - 3 Credits  
This course is designed to bridge the gap between musculoskeletal anatomy and physiology and the living body. Course content includes a survey of muscle anatomy and physiology, musculoskeletal assessment, proprioception, neurological coordination, systemic palpation of the skin and fascia, bones, and other relevant structures. Primary emphasis is placed on muscle palpation and identification of muscle actions and attachments. (1.5 hours lecture, 3 hours lab per week)  
Prerequisite: SC1221  
Delivery: on campus  

SC2200 - Pharmacology for Veterinary Technicians - 4 Credits  
This course introduces the veterinary technician student to the study of drugs and drug therapy. Emphasis is placed on identifying drug actions, drug names, routes of administration, and adverse effects.  
Prerequisites: SC1320 and SC1354  
Delivery: on campus  

SC3100 - Bacteriology/Parasitology - 3 Credits  
This course is a study of characteristics of pathogenic and non-pathogenic bacteria and fungi. The fundamentals of infections and control of internal and external parasites are also explored.  
Prerequisite: AH2300  
Delivery: on campus  

SC3110 - Bacteriology/Parasitology Lab - 2 Credits  
This course includes laboratory exercises in the collection, culture, and identification of bacteria and fungi. Identification of internal and external parasites is also emphasized.  
Prerequisite: AH2300 and AH2310  
Delivery: on campus  

SC1900-4990 - Special Topics in Science - 1-4.5 Credits  
Topics will vary depending on the interests of the instructor and students.  
Delivery: on campus
**SOCIOLOGY (SO)**

SO1050 - Introduction to Sociology - 4.5 Credits
This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology will be presented in such areas as socialization, diversity, stratification, social institutions, and globalization.
Delivery: on campus and online

SO1100/PL1100 - Introduction to Legal Principles - 4.5 Credits
See PL1100

SO1800 - Community Volunteer Practicum - 4.5 Credits
This practicum course provides students with the opportunity to serve as a volunteer in a community non-profit organization which has been approved by the university.
Delivery: on campus

SO2050 - Marriage and the Family - 4.5 Credits
This course studies premartial and marital relationships in modern society. The historical and cultural aspects of love, dating, marriage, and alternative systems are used to discover the difficulties in adjusting to marriage and the family.
Prerequisite: SO1050
Delivery: on campus

SO2120/PL2100 - Domestic Relations - 4.5 Credits
See PL2100

SO2150 - Child Growth and Development - 4.5 Credits
This course looks at children from a developmental perspective; it reflects how children change as a result of age and experience. The student studies the physical, cognitive, social, and emotional development of children from conception through adolescence.
Prerequisite: SO1050
Delivery: on campus

SO3100 - Human Geography - 4.5 Credits
This course explores the study of geography by emphasizing the relevance of geographic concepts to human problems. A central focus of the course is on the tension between globalization and cultural diversity. Students will explore how people are taking deliberate steps to protect their cultural identities as the world becomes more unified economically, culturally, and environmentally.
Prerequisite: SO1050
Delivery: on campus

SO4150/MT4150 - Business and Society - 4.5 Credits
See MT4150

SO1900-4990 - Special Topics in Sociology - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Delivery: on campus

**THERAPEUTIC MASSAGE (TH)**

TH1021 - Ethics and Personal Growth with Lab - 3 credits
Students will develop fundamental knowledge and skills required to promote successful and ethical therapeutic relationships with clients and be successful as an employee, independent contractor, or small business owner. This course is also designed to teach the fundamentals of managing physical stress including proper use of breath, relaxation, body alignment, movement techniques, and diet. (1.5 hours lecture, 3 hours lab per week.)
Delivery: on campus

TH1031 - Fundamentals of Massage Therapy with Lab - 3 Credits
This course provides an introduction to massage practice including the effects, benefits, indications, and contraindication for massage; preparing equipment and products for massage; sanitary and safety practices; and client consultation and documentation. Students will incorporate this fundamental information into the effective design of massage and bodywork sessions. Throughout the course students progressively classify massage movements, apply massage techniques, demonstrate procedures for a general body massage, and create a professional massage routine for clients in various positions lying and seated. (1.5 hours lecture, 3 hours lab per week.)
Delivery: on campus

TH1041 - Massage Standards and Business Practice with Lab - 3 Credits
Students will review the history of massage in the context of understanding contemporary massage requirements, scope of practice, and code of ethics. This course emphasizes the application of therapeutic massage including increased utilization of various soft-tissue and joint mobilization techniques in the whole body massage routine. Student will also develop, implement, and document assessments and individualized treatment plans. (1.5 hours lecture, 3 hours lab per week.)
Prerequisite: TH1031
Delivery: on campus

TH2021 - Specialty Massage Techniques with Lab - 3 Credits
This course will examine craniosacral therapy, myofascial release, lymphatic drainage, Eastern bodywork, reflexology, and energy therapies. Students will incorporate these advanced techniques into the effective design of massage and bodywork sessions in which they combine massage and bodywork techniques for therapeutic benefit. Students will also learn to modify the existing methods of the massage routine to fit the needs of the special population with whom they are working. This course is also designed to introduce the student to cardiopulmonary resuscitation of adults, children, and infants. (1.5 hours lecture, 3 hours lab per week)
Prerequisite: SC1221 and TH1031
Delivery: on campus

TH2061 - Neuromuscular Techniques with Lab - 3 Credits
This course provides a systematic training program for deep tissue, neuromuscular techniques and other massage
modalities. Course content covers sequential, progressive massage therapy for the entire body. The course utilizes "hands-on" simulation and case studies to explore client scenarios with greater complexity. (1.5 hours lecture, 3 hours lab per week.)
Prerequisite: EN1150 and SC1221
Delivery: on campus

TH2081 - Special Population Massage Techniques with Lab - 3 Credits
The course will examine pre/post natal massage, infant massage, geriatric massage, chronic/terminal illness, hospice, cancer, and pain management. Students will learn the theories of these advanced techniques to gain knowledge on how to effectively incorporate them into massage and bodywork sessions. Students will also learn to modify the existing methods of the massage routine to fit the needs of the special population with whom they are working. (1.5 hours lecture, 3 hours lab per week.)
Prerequisite: SC1221 and TH1041
Delivery: on campus

TH2100 - Mastering Therapeutic Business - 4 Credits
This course is designed to introduce the student to employment opportunities, such as being a self-employed massage therapist or working for a business. The course will include topics such as life planning, success strategies, conscious business, business start-up, business and financial management, therapeutic communications, and marketing.
Prerequisite: SC2061 and (TH1021 through TH2081 and TH2081)
Delivery: on campus

TH2500 - Student Clinic - 3 Credits
This diploma-level internship emphasizes supervised student clinic activities, and employment as a massage professional. Students will incorporate all components of their instruction into the recruiting, screening, orienting, and massaging of clients, as well as, beginning to explore opportunities for massage professionals in their community. The student clinic is an integral part of the training to gain practical knowledge of the therapeutic massage industry.
Prerequisite: SC2061 and (TH1021 through TH2081 and TH2081)
Delivery: on campus

TH3000 - Therapeutic Massage Exam Review - 1 Credit
This course is designed to provide the therapeutic massage student with a comprehensive review of what the student needs to know to pass certification and licensing exams. Emphasis is in preparing students for their externship, certification, and/or licensing exam.
Prerequisite: SC2061 and (TH1021 through TH2081 and TH2081)
Delivery: on campus

TH3010 - Massage Internship - 2 Credits
An integral part of the training to gain practical knowledge of the therapeutic massage industry is an acquisition of practical skills in a clinical/educational setting. The fieldwork provides administrative, observational opportunities, hands-on experience as appropriate, feedback to the student, and learning tasks as appropriate. Fieldwork is completed in a supervised setting at an approved site.
Prerequisite: SC2061 and (TH1021 through TH2081 and TH2081)
Delivery: on campus

TOURISM AND HOSPITALITY MANAGEMENT (TM)

TM3000 - Introduction to Tourism and Hospitality Management - 4.5 Credits
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.
Delivery: on campus and online

TM3100 - Event and Convention Management - 4.5 Credits
A significant portion of the travel industry serves customers attending events and conventions. Students learn about the many types of products, services, and experiences that are provided to customers who attend events and conventions. In turn, the course will address the tasks that must be executed by workers and managers at events and conventions. There is a discussion of what elements build quality and success into event and convention management.
Prerequisite: MT2050 and TM3000
Delivery: on campus and online

TM3300 - Destination Tourism - 4.5 Credits
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
Delivery: on campus and online

TM3400 - Food Service and Lodging Management - 4.5 Credits
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 and TM1000
Delivery: on campus and online
TM4300 - Tourism and Hospitality Marketing - 4.5 Credits
The goal of this course is to provide students with tools to participate in the marketing and sales aspects of the tourism and hospitality industry. The course covers the wide variety of marketing and sales tools that are used by business and government to promote the travel and hospitality industry. Marketing strategy and philosophy are discussed as they apply to the tourism and hospitality industry.
Prerequisite: MG3000 and TM3000
Delivery: on campus and online

TM4500 - Internship - 4.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business or government environment. The student's responsibility is agreed upon in advance by the student's advisor, the business entity, and the student. Successful completion requires a written report by the student detailing the experience gained during the internship and successful completion of the projects assigned by the business supervisor(s). The student earns either a "Satisfactory" or "Unsatisfactory" grade.
Prerequisite: Completion of all other Emphasis Core courses and Senior status.
Delivery: on campus and online
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### Service Center Director
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## Austin
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## Austin South
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## Brooklyn Center
### Campus Director
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## Centennial
### Campus Executive Officer
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## Colorado Springs
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Richardson

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Rochester

**Campus Director**
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Roseville

**Executive Campus Director**
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Sioux Falls

**Executive Campus Director**
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**Campus Director**
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Watertown

**Campus Executive Officer**
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Wichita

**Senior Campus Director**
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Wichita West

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Zona Rosa

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Bachelor of Science in Nursing Program - Albuquerque
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Bachelor of Science in Nursing Program - Rapid City

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Bachelor of Science in Nursing Program - Sioux Falls

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BSN and LPN Bridge to BSN Program - Overland Park

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BSN and LPN Bridge to BSN Program - Wichita West

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Teresa Cole, Director of Student Success, National American University, Wichita, KS.

Darlene Cooney, RN, Director of Nursing, Sumner County Medical Center, Wellington, KS.

Jennie Denker, EdD, MSN, RN, Associate Dean, School of Nursing, National American University, Louisville, KY.

Christina Ellis, Nurse Aid Program Coordinator, Wichita West Campus, National American University, Wichita, KS.

Sharyl Evans, MSN, RN, CNS, CCRN, Nursing Faculty, National American University, Wichita, KS.

Patrick Flaming, RN, Director of Nursing, Prairie View, Newton, KS.

Susan Fry, RN, Vice President Health Services, Presbyterian Manors, Inc., Wichita, KS.

Angela Gragg, MSN, RN, ACM, Nursing Director of Children’s Hospital, Wesley Medical Center, Wichita, KS.

Angela Hansen, BSN, RN, Nursing Faculty, National American University, Wichita, KS.

Lisa Hawthorne, PhD, RN, PHN, CNE, Dean of the School of Nursing and Graduate Nursing Studies, National American University, Arlington, TX.

Brenda Janda, RN, Director, Good Samaritan Society, Hutchinson, KS.

Sharon Lessig, APRN, Director of Pregnancy Care, Pregnancy Crises Center of Wichita, Wichita, KS.

Dee Marshall, RN, Lead Nurse, Butler County Health Dept., El Dorado, KS.

Jim Nachtigal, CEO, Kansas Christian Home, Newton, KS.

Laura Rettig, RN, Director, Sumner County Health Dept., Wellington, KS.

Zetta Scholz, Director of Admissions, Wichita West Campus, National American University, Wichita, KS.

Mike Shepherd, Operations Manager, Mid-Continent Regional Center for Health Care Simulation, Wichita, KS.

Allison Stuhlsatz, Campus Director, Wichita West Campus, National American University, Wichita, KS.

Darla Stonehouse, RN, Director, Harvey County Health Dept., Newton, KS.

Allison Stuhlsatz, Campus Academic Dean, Wichita West Campus, National American University, Wichita, KS.

Sue Swender, RN, Child Head Start, Wichita, KS.

Glenda Wilcox, LCMFT, Early Program Childhood Director, Child Start, Wichita, KS.

Business Programs

Trina Allen, HR Business Partner, Regional Health, Rapid City, SD.

Mark Anderson, EdD, Black Hills Corporation, Rapid City, SD.

Ericka Heiser, Manager Valuation Dept, Ketel Thorstenson, LLP, Rapid City, SD.

Sarah Huffman, Store Leader, JCPenny, Coon Rapids, MN.

F. John Mathis, PhD, VP & Dean Global Graduate Business Programs, Austin, TX.

Anastacio Melero, President, Melero Inc., Albuquerque, NM.
Matthew Painter, Director of Leadership Development, Berkshire Health Systems, Pittsfield, MA
Deb Reynolds, Business Faculty Member, Stevens High School, Rapid City, SD
Jeff Skinner, Director/Owner, Skinner Financial Services, Sioux Falls, SD
Patrick Wolff, Financial Advisor, Ameriprise Financial, Rapid City, SD

Clinical/Medical Laboratory Technician Program
Barbara Akers, MT(ASCP), SH(ASCP), Faculty, NAU, Kansas City, MO.
Terri Beauregard, Academic Dean, National American University, Kansas City, MO.
Damon Cluts, MT(ASCP), Systems Director of Laboratory Operations, Truman Medical, Kansas City, MO.
Charlotte Crolley, MBA, MT (ASCP)CM - Automated Chemistry & Immunochemistry Clinical and Risk Assessment Manager, Quest Diagnostics
Dawn Forst, MBA, BS, I (ASCP) - Director of Laboratory Operations, Quest Diagnostics
Sonia Johnson, MT (ASCP) - Assistant Laboratory Director, Truman Medical Center
Richel Pahayl, MLS (ASCP), Laboratory Director, Lafayette Regional Health Center, Lexington, MO.
Veta Robinson, DHA, MPA, MT (ASCP) - Faculty, National American University
Joe Shapiro, BS - CLT Student, NAU
Heather Santaniello - CLT Student, NAU
Jennifer Sapp, MT (ASCP) - Team Leader, Heartland Regional Medical Center
Hooi Yew, PhD, MLS (ASCP)CM - CLT Program Coordinator, NAU

Criminal Justice Program
Charlene Davidson Henry, MA, JD
Sergio Cazares, Loss Prevention RFT/Lead
Tracy Diefenbach, Chair, Faculty Member, Loss Prevention Specialist, Murfreesboro, TN.
Sergio Cazares, Loss Prevention RFT/Lead
Robert Lacy, Wichita Police Department
Albert Walker, Transportation Officer, Armed Vault Clerk

Information Technology Program
Ed Egbert, Programmer/Analyst, Black Hills Corp., Rapid City, SD.
Bryant Haggen, Database Architect, Hewlett Packard Enterprise Services, Colorado Springs, CO.
Laurie Keith, Director of Information Technology, National American University, Rapid City, SD.
Mike LeMay, DBA/Lotus Notes Administrator, Black Hills Corp., Rapid City, SD.
Peter W. Ottoson, Programmer, Pennington County, Rapid City, SD.
Lois Schmoll, HCIS Coordinator, Rapid City Regional Hospital, Rapid City, SD.
Jeff Sloan, Software Engineer - Firmware, Schweitzer Engineering Labs, Pullman, WA.

Invasive Cardiovascular Technology Program - Austin
James Shafer BS, RCS, RVS, RVT, National American University Invasive Cardiovascular Technology Program Coordinator, Austin, TX.
Tunya Carr, MS, Campus Director, National American University - Austin, TX
Robert Fedson,MM, Academic Dean, National American University
Tracey Ramsey Abbott, RN, Austin Access Care, Austin, TX.
Wayne Cermak, BSN, MBA, CPHQ, Director of Quality and Standards, Warm Springs Rehabilitation Hospital, Kyle, TX
Patricia Woodley BS, Public Member, Cedar Creek High School Health Science Instructor, Bastrop, TX.
Jason Engel BS, RT(R), RCES, Electrophysiology Technologist at St David’s Medical Center, and National American University adjunct faculty, Austin, TX.
Richard Smith, BA, RCIS, RT, CV (ARRT), Chief Cardiovascular Technologist at Baylor, Scott and White Memorial Hospital, Temple, TX
Nancy Ellis, RN, Cath Lab Manager at Baylor Scott & White Health
Mike Davis, MSRT, RT (R), RCIS, MHA, Chief Technologist at St. David’s Medical Center and National American University adjunct faculty, Austin, TX.
Samantha Driscoll, Current senior CVT student
Joseph Luna, Current junior CVT student
Medical Assisting Program - Albuquerque

Charlene Baca, NAU Medical Assisting Graduate, Albuquerque, NM
Brian Bleck, JD, Public Member, Albuquerque, NM
Donna Bleck, BSN, retired, Albuquerque, NM
Calvin Boyd, MD, NAU Adjunct Instructor, Albuquerque, NM
Chrystat Crayton, NAU Medical Assisting Student, Albuquerque, NM
Joseph Gamboa, CNA, Billing Associate, Pediatrix Cardiology, Albuquerque, NM
Allen Holloway, MSHCM, Practice Manager, Pediatrix Cardiology, Albuquerque, NM
Jill Kissinger, JD, Campus Director, NAU Albuquerque, NM
Lois Mays, Owner Action CPR, Albuquerque, NM
Brian Murray, CMA(AAMA), New Mexico Heart Institute, Albuquerque, NM
Christopher Perez, LPN, Lead Nurse, ABQ Health Partners, Albuquerque, New Mexico
Kathleen Michael J. Perrine, MHA, RMA (AMT), NCMA (NCCT), Medical Assisting Program Coordinator
Peter Rinn, JD, Executive Director Project Share, Albuquerque, NM
Deborah Stone, RMA(AMT), Lovelace Hospital, Graduate, NAU Albuquerque
Susie Wilson, EdD, Nursing Director, NAU Albuquerque, NM

Medical Assisting Program - Austin

Tunya Carr, Campus Director NAU Austin, TX
Chad Cryer, NAU Instructor, Austin, TX.
Elizabeth DePaz, NAU Graduate, Austin, TX.
Robert Fedson, M.A. Academic Dean, Austin, TX.
Chen Ha, MD, Provider, Texas Medical Clinic, Austin, TX.
Susan Hill, RN, MSN, NAU Instructor, Austin, TX.
Bill James, Office Manager, Treehouse Pediatrics, Round Rock, TX.
Lattrisha Martin, BSHA, CCMA, Medical Assisting Practicum Coordinator
Jessica Muegge, NAU Student, Austin, TX.
Viviana Pelton, MBA, RMA (AMT), AH (AMT), Medical Assisting Program Coordinator, Austin, TX
Nicole Ramos, MA, Graduate, Austin, TX.
Cynthia Tafoya, Director of Student Success
Stephanie Vargas, HT (ASCP) Public Member, Austin, TX

Medical Assisting Program - Bellevue

Zelda Dappah, Current MA Student, Bellevue, NE.
Matthew Kuhn, AAS-MA, Wahoo, NE.
Danette Lodes, MA, Office Manager, WorkFit, Omaha, NE.
Ron Maly, MA, RMA(AMT), CPhT(PTCB) Medical Assisting Coordinator, Bellevue, NE.
Athena Mieners, CMA(AAMA), UNMC Physicians, Bellevue, NE.
Dr. Susan Wurtele, PhD, Campus Director, Bellevue, NE.
Asanté Moody, MAB, Academic Dean, Bellevue, NE.
Emily Roberts, Current MA Student, Bellevue, NE.
Joseph Shehan, M.D., Internal Medicine, Westroads Medical Group, Omaha, NE.

Medical Assisting Program - Colorado Springs

Alesia Corriea BS, Public Member (Wells Fargo)
Eileen Engelbrecht MM, Practice Administrator, Retina Consultants
Daniel Gibbs RMA (AMT)-Colorado Springs Health Partners
Courtney Hansen-CS Campus Director
Mark Hull-CSS Campus Director
Deborah Mantegna RMA (AMT) - Service Tech Allergy 123
Jennifer Martin CMA (AAMA), MA Coordinator Gastroenterology Associates of C/S
Jacquetta McFarland RMA (AMT)-Adjunct Faculty, IMBC
Virginia Quiroz DNP, CSHP
Juan Reyes- Medical Assisting Student
Jolene Schatz COT, COT Supervisor: Retina Consultants
Michelle Stone, AAS, RMA (AMT) NAU Graduate
Emily Torres RMA (NCCT)- Colorado ENT
Lawrence S. Wall, Jr.-Wall Consulting, LLC-American Charities
Jeff Wilkerson, BS, CMA (AAMA), Medical Assisting Program Coordinator

Medical Assisting Program - Georgetown and Austin South

Viviana Pelton, MBC, CPC, RMA(AMT), Medical Assisting Program Coordinator, Georgetown and Austin South, TX.
Juanita Peka, Practice Manager, Texas MedClinic, Georgetown, TX.
Maxine Foster, Employer, Georgetown Medical Clinic, Georgetown, TX.
Virginia Logan, CMA(AAMA), Austin Gastroenterology, Austin, TX.
Omally Ossowski, Caring Matters Home Care, Georgetown, TX.
Andrew Pelton, CNOR, RN, St. David's Hospital, Georgetown, TX.
John Masterson, Public Member, Georgetown, TX.
Harriet Ruka, Public Member, Austin, TX.
Shao-Ying Cheng, PhD, Faculty, Georgetown, TX
Kimberly Derschuck, Medical Assisting Student
Celia McDonald, Medical Assisting Student
Rob Fedson, Academic Coordinator, Georgetown, TX
Joel Lee, MM, National American University Campus Director, Georgetown, TX.

Medical Assisting Program - Independence
Lisa Allie- Excutive at United Way of Central Indiana
Vanessa Austin RMA, AHI (AMT), M.Ed - Medical Assistant Coordinator
Hilda Brady- Outreach Coordinator- Shalom Health Care Center
Drew Carey, ACC, BCC - Certified Career Coach - Solution Focused Coaching Services
Mike Elmore- Regional Staffing Manager- On Assignment Health Care Staffing
James Franklin F.N.P - Spinal Care Physical Medicine
Rustyna Hodo, MA- Health Educator- IU Health
Brad Johnson – Medical Sales Consultant- Henry Schein
Shari Kissingher BSN- Practice Manager IU Healthnet
Fran Klene, RDMS, MS- Leadership & Employee Development Consultant- St. Francis Health, Franciscan Alliance
Jennifer Olson MS- Administrative Director, Educational Services- Franciscan St. Francis
Angie Owens, CMA- Practice Manager- Community Health Network
Wendy Thomas- HR Recruiter OrthoIndy

Medical Assisting Program - Kansas City Region
Holly Alfre-Meeker current MA student at Zona Rosa
Diane Banks RN, MSN , NAU Clinical Education Coordinator & current faculty
Kowin Casey, DC, Integrated Health and Wellness, Liberty, MO, Employer/adjunct faculty
Aubry Jackson MA, Kansas City Care Clinic – Kansas City, MO / Lead MA- Intern Advisor
Linda Jackson MSN, BSN, RN, Samuel Rogers Clinic- Kansas City, MO / Practice Nurse Manager
Ken March , NAU OP Campus Director, Overland Park, Kansas
Wanda Nickens MA, ArcPoint Labs (recent NAU graduate) Kansas City, MO / Lab Manager at the Broadway location
Regina M. Sportsman, BA, CMA(AAMA), RMA(AMT),Medical Assistant Program Coordinator

Medical Assisting Program - Minneapolis Region
Ella Ackermann, Academic Dean, Bloomington, MN.
Lul Ali, AAS, Medical Assisting graduate, Bloomington, MN.
Sonya Arellano, Medical Assistant Student
Christopher Armstrong, MD-PhD, Faculty and Medical Director, Bloomington, Brooklyn Center, Roseville, MN.
Bonnie Bina, Clinic manager, Faculty
Angee Brace, Public Member, Brooklyn Center, MN.
Rob Brace, Academic Dean, Brooklyn Center and Roseville, MN.
Christine Christiansen-Bublitz, Medical Assisting Student
Cherika de Jesus, BS, CMA (AAMA), Medical Assisting Program Coordinator, Roseville, MN
Ryan Fischer, DC, Employer, Mellin Chiropractic Care, Edina, MN.
Lisa Gunderson, MLT(ASCP), Faculty, Brooklyn Center, Roseville, Bloomington, MN.
Shanna Lippitt, CMA (AAMA), Medical Assisting Program Coordinator, Bloomington, MN.
Kristin Marthaler, Career Services Director, NAU East Region.
Allie Munro, AAS, Medical Assisting graduate, Bloomington, MN.
Dan Peterson, Clinical Manager, Employer,
Lynne Sandoval, RN, Park Nicollet Health Services, Brooklyn Center, MN.
Jenna Sawicki, Public Member, Richfield, MN.
Lee Sexe, Employer, Operations Supervisor, Park Nicollet, Lakeville, MN.
James Turi, MBA, Employer, Allina Health Services, Falcon Heights, MN.
Minnie Wagner, Faculty,

Medical Assisting Program - Sioux Falls
Shauna Anderson, CMA(AAMA), Sanford Health, Sioux Falls, SD.
Darla Carlson, RMA(AMT), Medical Assisting Graduate, Sioux Falls, SD.
Danelle Doop, Holiday Inn Manager, Public Member, Brandon, SD
Joe Evenson, MS, Learning Services Advisor, Sioux Falls, SD.
Pam Hilber, PhD, Avera Human Resources, Sioux Falls, SD
Betsy Kiesow, BSN, Medical Assisting Adjunct Faculty, Sioux Falls, SD.
Kendra Krcil, BS, CMLS Medical Assisting Adjunct Faculty, Sioux Falls, SD.
Joni Lenderts, CMA(AAMA), Avera McGreevy West, Sioux Falls, SD.
Dyan Nelson, RN, MSN, Director of Nursing, Avera McGreevy Main, Sioux Falls, SD
Katelyn Story, Current Medical Assisting Student, Sioux Falls, SD.

Medical Assisting Program - Wichita
Ashley Bass, BS, National American University Instructor, Wichita, KS.
Jeanine Feller, Current student at National American University, Wichita, KS
Carol Gallardo, MA, National American University Medical Assisting graduate, Wichita, KS
Eva L. Henry, MD, Medical Director, Neurology Specialists, Wichita, KS
Lindy Kralicek, MSL, Campus Director, National American University, Wichita, KS
Andrew Lutz, DC, Employer, Southeast Chiropractic, Wichita, KS
Pamela McNutt, MA, RMA (AMT) Program Coordinator National American University, Wichita, KS

Cleo McQueary, MA, National American University Medical Assisting graduate, Wichita, KS
Linda Moreland, Public member, Wichita, KS
Roberto Simmons, RMA(AMT), Hunter Health Clinic, Wichita, KS.
Jennifer Terry, RN, My Sacred Home, Wichita, KS
Jerad Turner, Current student at National American University, Wichita, KS

Occupational Therapy Assistant Program - Centennial
Beth Beery, OTR/L, Occupational Therapist and Clinical Educator, InnovAge Greater Colorado PACE-Cody, Lakewood, CO.
Danae Crow, BA, COTA/L: Faculty and Clinical Educator, Denver, CO.
Nancy Dillinger, MOT, OTR/L: Academic Fieldwork Coordinator, Denver, CO.
Janice Hinds, MS, OTR/L, Clinician and Clinical Educator at Colorado Mental Health Institute at Fort Logan, CO.
Ravi Hunjan, OT/L, Clinical Specialist, Genesis Rehab Services, Denver, CO.
Susan Livingston, OT/L, Executive Director of Skills for Living and Learning, Bayfield, CO.
Colleen Lott, MBA, Academic Dean, Denver, CO.
Deborah Mandel, OTD, OTR/L: OTA Program Director, Centennial, CO.
Will O’Hearn, COTA/L, Clinician, Clinical Educator, and board member of the Occupational Therapy Association of Colorado, Colorado Springs, CO.
Amy Smeester, OTR/L, Lead Occupational Therapist, Rose Medical Center, Denver, CO.
Maureen Whalen, MS, OTR/L: Faculty, Centennial, CO.
Rhiannon Wilson, COTA/L (Graduate NAU Denver, CO.), Brookdale Healthcare Center, Denver, CO.

Occupational Therapy Assistant Program - Independence
Jeanne Boone, BA, COTA/L, Academic Fieldwork Coordinator, National American University, Independence, MO
Lynne Clarke, OTD, OTR/L, Rockhurst University, Kansas City, MO
Gwyn Collier, CPhT, MCPht, MBA, National American University, Independence, MO
Rachel M. Eisfelder, MOT, OTR/L, OTA Program Coordinator, Independence, MO
April Kruczek, COTA/L, Rehabilitation Center of Raymore, Raymore, MO
Michelle Nowack, OTA, Faculty, National American University, Lee’s Summit, MO
Kimberly Rumley, BSHSA, AASMA, RMA (AMT), National American University, Independence, MO
Miranda Showalter, MOTR/L, Cameron Regional Medical Center, Cameron, MO
Lauren Smith MOTR/L, Centerpoint Medical Center, Independence, MO
Tyre Smith, Campus Executive Officer, National American University, Independence, MO
Teri Tankel, OTR/L, The Children’s SPOT of St. Luke’s Hospital, Kansas City, MO
Emma Tosatto, MOTA, MBA, Marian Hope Center, Independence, MO
Maggie Urton, OTR/L, Brookdale Senior Living, Kansas City, MO
Marcia Phelps, MS, Academic Dean, National American University, Independence, MO
Bonnie Wessing, COTA/L, Life Care Center of Grandview, MO
Christina Benz, COTA/L, Kids First, Grain Valley, MO

Online RN to BSN Program

Deborah Bird, MSN, RN, Associate Dean, School of Nursing, National American University, San Diego, CA.
Benita Buck, BSN, RN, Nursing Alumni, National American University, Brookville, IN.
Carrie Churchill, BSN, RN, Bright Start Home Visitation Program Coordinator, SD DOH, Rapid City, SD.
Jennie Denker, EdD, MSN, RN, Associate Dean, School of Nursing, National American University, Louisville, KY.
Kimberly Hammonds, BSN, RN, Nursing Alumni, National American University, Neosho, MO.
Lisa Hawthorne, PhD, RN, PHN, CNE, Dean of the School of Nursing and Graduate Nursing Studies, National American University, Arlington, TX.
April Magoteaux, PhD, RN, CNS, Nursing Faculty, National American University, Hilliard, OH.
Cindy Neely, MSN, RN, Education Specialist, Texas Health Resources, Corinth, TX.
Tammie Patterson, MSN, RN, Director of Nursing, Parkway Health & Rehab Center, Kansas City, MO.
Heather Roberts, MSN, RN, Nursing Faculty, National American University, Ct. Castle Rock, CO.

Diane Schiffer, MSN, RN, Nursing Faculty, National American University, Westerville, OH.
Leslie Welch, PhD, RN, Nursing Faculty, National American University, Goldsboro, NC.
Chad Zandi, MSN, RN, CRRN, Quality Risk Coordinator, Health South, Duncanville, TX.

Paralegal Studies Program - Kansas City Region

Emily Branch, Owner, Legal Staffing Solutions, LLC, Kansas City, MO.
Stacy Burrows, Attorney, Law Office of George Barton, Kansas City, MO.
Sara Jarvis, Paralegal, Johnson County Kansas District Attorney’s Office, Olathe, KS.
Zachary Luca, Regional Legal Studies Coordinator, National American University, Overland Park, KS.
Connie Myers, Paralegal, M&I Bancorp, Kansas City, MO.
Nancy Pulsipher, Paralegal, Wholesale Grocers Association, Kansas City, KS.
Holly Smith, Attorney, South and Associates, Overland Park, KS

Paralegal Studies Program - Minnesota Region

Heather Glander, Paralegal Manager, Rimas Law Firm, Minneapolis, MN.
Brian A. Gravely, National American University Continuing Education, Burnsville, MN.
Rich Hechter, Attorney, Hechter Law Office, St. Louis Park, MN.
Rebecca Irvine, Paralegal, Great Plains Law Group, Minnetonka, MN.
Jerry Klein, Attorney, St. Thomas Law School, St. Paul, MN.
Tammy Thiele, Paralegal, US Bank, Minneapolis, MN.
Vue Vang, Paralegal, Anoka County Attorney, Anoka, MN.

Paralegal Studies Program - Rapid City

Ann Carmichael, Student Representative, Rapid City, SD.
Tim Crawford, Paralegal, Loan Consultant, West River Foundation, Rapid City, SD.
Jessica Dewald, Paralegal, Assurant Preneed, Rapid City, SD.
Mark Koehn, Attorney, Legal Studies Coordinator, National American University, Rapid City, SD.
Peggy Lay, Paralegal, Public Sector, Rapid City, SD.
Amanda Lopez, Lay Person, NAU Career Services, Rapid City, SD.
Paul M Sedlacek, Attorney, National American University, Rapid City, SD.
Marya Tellinghuisen, Attorney, Tellinghuisen & Gordon, Spearfish, SD.
Mark Vargo, Pennington County State’s Attorney, Rapid City, SD.

Paralegal Studies Program - Sioux Falls
John Pekas - Circuit Court Judge
Marsha Stacy - Law Librarian and Faculty
Ann Vidoloff - Attorney and Academic Dean
Lisa Houstma - Campus Executive Sioux Falls
Leo Flynn - Private Attorney
Jamie Weber - Private Attorney
Rhonda Johnson - Faculty

Pharmacy Technician Program - Kansas City Region
Gwyn Collier, CPhT, MCPhT, MBA, Program Coordinator, National American University, Independence, and Zona Rosa/ Kansas City, MO.
Emma Barger-Ridley, RPh, MPH, Veterans Administration, Leavenworth, Kansas
Terri Beauregard, MS, Academic Dean, NAU – Zona Rosa
Elaine Ford, RPh, MBA, Adjunct Instructor, NAU Independence and Zona Rosa (Active pharmacist)
Lydia Franklin, CPhT, NAU Graduate Student - Independence
D. Matt Hartwig, RPh, Red Cross Pharmacy, Incorporated, Excelsior Springs, Missouri
Katie Herring, MS, Campus Director, NAU – Zona Rosa
Samuel McCormick, Member-At-Large (Former educator and pharmaceutical representative), Leawood, Kansas (Retired)
Christopher Ramsay, CPhT, MCPht, BS, Adjunct Instructor, NAU – Independence and Zona Rosa
Karl Simon, PharmD, MBA, Great Oak Pharmacy, Kansas City, Missouri
Charles Termini, RPh, Administrator, Take Better Care of Yourself, Kansas City, Missouri, (also staff pharmacist at North Kansas City Hospital and Walmart)
Tammy Thompson, RPh, K-Mart Pharmacy, Kansas City, Missouri
Diane Weintraub, RPh, Albers Medical Pharmacy, Kansas City, Missouri

Pharmacy Technician Program - Minnesota Region
Ella Ackermann, MBA, Academic Dean, National American University, Bloomington, MN
Wanda Avery, CPhT, Inpatient Pharmacy Manager, Fairview/University of Minnesota Medical Center (Riverside), Minneapolis, MN
Rob Brace, MA., Academic Dean Brooklyn Center and Roseville, MN.
Laurie A Deegan, RPh, Preceptor, Ambulatory/Retail Training Manager, Fairview Pharmacy Services, Minneapolis, MN.
Daniel Goudy, CPhT, AAS, NAU Pharmacy Technician Program Graduate, Roseville, MN.
Ashley M. Havig, PharmD, Faculty, National American University
Karen McCoy, RPh, Back-end Manager, Omnicare, Brooklyn Center, MN
Jason Meier, RPh, Regional Pharmacy Manager, Allina Health Pharmacies, Coon Rapids, MN
Michael Perry, CPhT, Store Manager, Walgreens, Eden Prairie, MN.
Kathryn Schultz, PharmD, Preceptor, University of MN, Minneapolis, MN.
Stephanie Scott, BA, CPhT, AAS, NAU Pharmacy Technician Graduate, Roseville, MN.
Neal Uitto, RPh, Director of Operation, Omnicare, Brooklyn Center, MN

Therapeutic Massage Program - Minnesota Region
Julie Benoy, TM AAS Student, NAU
Litahni Coleman, Owner, Changemaker, Inc., Spring Park, MN and Edina, MN.
Keith Gosline, Owner, Personal Fitness Systems, Roseville, MN.
John Guse, DC, Medical Advisor, NAU, Minnesota Region
Lucy Ann Kelleher, MS, NCBTMB, Therapeutic Massage Program Coordinator, Brooklyn Center, MN.
Tami Moyer, Regional Recruiter, Massage Retreat and Spa, West Metro Area, MN.
Dustin Sanchez, Owner, Performance Bodywork, Minneapolis, MN.
Dan Sandell, ATC, NASM-PES, Owner/Trainer, Fitness 1st, Blaine, MN.
Vickie Schulte, TM Diploma Student, NAU
Jennifer Stack, Managing Therapist, Massage Xcape, Roseville, MN.

Lindsey Vogel, Regional Recruiter, Massage Retreat and Spa, East Metro Area, MN.

Therapeutic Massage Program - Sioux Falls
Sara Christians, Licensed Massage Therapist, Sioux Falls, SD.
Jessica Jansen, Licensed Massage Therapist, Sioux Falls, SD.
Marcia Jones, Supervisor Integrative Medicine, Avera Cancer Institute, Sioux Falls, SD.
Benjamin Oien, DC, Oien Family Chiropractic, Sioux Falls, SD.
Brad Selters, Tru Massage Therapy, Licensed Massage Therapist, Sioux Falls, SD.
Tracy Smith, DC, Natural Arts Chiropractic, Sioux Falls, SD.
Corey Touney, DC, Excel Chiropractic and Rehabilitation, Sioux Falls, SD.
Laura Woitte, MSAS, Therapeutic Massage Coordinator, National American University, Sioux Falls, SD.

Veterinary Technology Program
Teanna Aduddell, RVT, Noah's Ark Animal Hospital, Rapid City, SD.
Tami Bremer, Veterinary Technician, Canyon Lake Veterinary Hospital, Rapid City, SD.
Penny Dye, DVM, Dakota Hills Veterinary Clinic, Rapid City, SD.
Maggie Engler, Black Hills Raptor Center, Rapid City, SD.
Ken Ireland, DVM, Northern Hills Veterinary Clinic, Sturgis, SD.
Carter Johnson, Territory Manager, MWI Veterinary Supply, Rapid City, SD.
Susan Jones, DVM, Noah’s Ark Animal Hospital, Rapid City, SD.
Michelle Lutheran, RVT, Dakota Hills Veterinary Clinic, Rapid City, SD.
Lynne Mazzone, VMD, Mountain View Animal Hospital, Rapid City, SD.
Christine Teets, DVM, Banfield, The Pet Hospital, Rapid City, SD.
George Twitero, DVM, Black Hills Animal Hospital, Rapid City, SD.
Becky Wagner, DVM Animal Clinic, Rapid City, SD.
NATIONAL AMERICAN UNIVERSITY

FACULTY

This list reflects the names of full-time faculty and core associate faculty who teach for the university. Please note that inclusion in this list is not a guarantee that a faculty member will be teaching throughout the academic year.

Faculty

Nikki Abourezk, BA, English and History, University of South Dakota (1987); MA, English, University of South Dakota (1990).

Ella Ackermann, BS, Organizational Administration, Northwestern College (1991); MBA, Cardinal Stritch University (2003).

Paul Acuff, BA, English, University of California (1967); MBA, University of Phoenix (1999).


Melissa Aho, AA, Anoka-Ramsey Community College (1992); BA, History, St. Cloud State University (1994); MS, Anthropology, University of Wisconsin (1998); BA, Art History, University of Minnesota (1999); Master Library and Information Science, Dominican University (2001); MA, Art History, University of St. Thomas (2009).

Kevin Akst, BS, Business Administration, Texas State University (2008); MBA, Texas State University (2011).

Ahmed Al-Asfour, BS, Business Administration, New York Institute of Technology (2004); MS, Administrative Studies, University of South Dakota (2006).

Kim Alarie, BA, English, Huron College (1986); MA, English, University of South Dakota (1990).


Peter Ambs, AS, Computer Information Systems, College of Santa Fe (1989); BA, Business Administration, College of Santa Fe (1990); MBA, College of Santa Fe (1995).

Margie Andrist, BS, Public Relations, University of Central Missouri (1994); MSM, Management, Baker University (2007).

Umair Anis, BS, Computer Information Systems, Minnesota State University (2000); MS, Software Systems, University of ST. Thomas (2013).


Ashley Arends, BS, Sociology, Minnesota State University (2006); MA, Sociology, Minnesota State University (2009).

Christopher Armstrong, BS, Biology, University of Northern Iowa (1987); PhD, Zoology, Arizona State University (1996).

Russ Ascheman, BSBA, Business, Rockhurst College (1971); MBA, Rockhurst College (1980).

Marcella Atwater, BS, Nursing, North Carolina A&T State University (1976); MS, Nursing, Hampton University (1991); MA, Counseling, North Carolina Central (2002).

David Auchter, BA, English, Denison University (1980); MA, Linguistics, University of Houston (1987); PhD, English, University of Houston (2000).


Sharif Azad, BS, Accounting, Winona State University (1996); MBA, Business Administration, University of Wisconsin (2006).

Vugar Azizov, BS, Microbiology, The University of Kansas (2010); MS, Cell and Molecular Biology, University of Missouri - Kansas City (2012).


Rachel Bachmann, AB, Germanic Languages and Literature, Washington University in St. Louis (2000); MA, Germanic Studies, Indiana University (2003); MA, Spanish, Indiana University (2006); PhD, Germanic Studies, Indiana University (2008).

Dana Bacon, AAS, Human Services, Southeast Community College (1996); BA, Human Relations, Doane College (1999); MA, Instructional Technology, Bellevue University (2009).

Shelly Baker, BS, Management, Colorado Technical University (2003); MSM, Business Management, Colorado Technical University (2005); PhD, Business Administration, Northcentral University (2009).

Lorraine Baldrige, BSN, Nursing, The University of Iowa (1990); MSN, Nursing, Walden University (2010).

Ashley Bass, BS, Business Administration, Southwestern College (2008).

Roy Bass III, BA, Texas Tech University (2003); MFA, Goddard College (2009).

Karen Bauer, AAS Massage Therapy, Rasmussen College (2010); BS, Biology: Cell & Molecular, Winona State University (2004).

Elizabeth Beery, BS Occupational Therapy Colorado State University 1993

Margaret Behrens, DVM, Colorado State University (1976).


Andrian Belinski, BS, Computer Engineering, Moldova Technical University (1990); MS, Computer Engineering, Moldova Technical University (1990).

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