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Welcome

Thank you for taking a closer look at American National University. We understand that choosing a university is one of the most important decisions you'll ever make. Getting the right education will be one of the biggest factors in attaining your career goals, and we hope that you will find ANU is the key to opening up the door to success for you—just as it has for thousands of students since 1886.

Throughout this catalog, you will learn about the many advantages ANU has to offer in terms of programs, courses, and career counseling. What you can't find in this catalog, and what most distinguishes American National University from other colleges, is the personal attention you get here.

So we invite you to check us out in person. Read through the catalog and find out what you're interested in. Then come in and meet with one of our Admissions Representatives one-on-one. They'll be glad to answer any questions you may have and get you started on the path to a better future.

I look forward to the opportunity to work with you as you pursue your career goals.

Sincerely,

Frank Longaker
President
Foreword & Mission Statement

Foreword
This catalog contains policies and procedures for the information of students attending campuses of American National University in Virginia, West Virginia, and Ohio; and students attending campuses of National College in Tennessee. All references to “American National University” in this catalog include American National University, and National College.

Mission Statement
American National University is dedicated to the training and educating of men and women for a full life and a successful career in a number of general and particular fields. The University seeks to give students a broad competency in a field of specialization and an understanding of and respect for their own and others' ideas and thoughts. Graduates of American National University should understand and practice their responsibilities to their families, their fellow men and their communities by becoming effective and contributing citizens.

As a collegiate institution offering educational credentials from diplomas to a master's degree, American National University strives to develop each student intellectually, culturally and socially. The University is interested in each individual becoming proficient in the disciplines necessary for his and her success, with the training necessary to be self-sufficient and enterprising and with the background necessary to be constantly expanding his or her intellectual and cultural horizons.

Accreditation and Approvals
The Roanoke Valley Campus is accredited by the Accrediting Council for Independent Colleges and Schools to award Master’s degrees, Bachelor’s degrees, Associate's degrees, and diplomas.

Campuses in Danville, Harrisonburg, and Lynchburg, Virginia and Bristol, Tennessee are accredited by the Accrediting Council for Independent Colleges and Schools to award Bachelor’s degrees, Associate’s degrees, and diplomas.

All other locations are accredited by the Accrediting Council for Independent Colleges and Schools to award Associate’s degrees and diplomas. American National University is authorized by the State Council of Higher Education for Virginia to provide educational programs beyond secondary education in the Commonwealth of Virginia; however, the institution is not subject to the requirements of certification by the State Council of Higher Education for Virginia.

The West Virginia Higher Education Policy Commission has assigned the Princeton, West Virginia campus of American National University the status of Category II to offer degree programs and the Parkersburg, West Virginia campus the status of Category III to offer degree programs.

The Bristol campus is authorized by the Tennessee Higher Education Commission, located at 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243 and can be reached at (615) 741-3605. 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.

The Dayton Area campus and Youngstown Campus have received the Certificate of Registration and Program Authorization from the State of Ohio Board of Career Colleges and Schools, located at 30 East Broad Street, Suite 2481, Columbus, Ohio 43215, and can be reached at (877) 275-4219. The Ohio registration number for the Dayton Area campus is 04-01-1700B and 07-03-1816B for the Youngstown campus.

The Medical Assisting associate’s degree program offered at all Virginia campuses; Tennessee campuses; West Virginia campuses; and Dayton Area, and Youngstown, Ohio
American National University and National College Catalog | 2017

Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs is located at 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 and can be reached at (727) 210-2350.

The English as a Second Language Program (ESL) offered at the Roanoke Campus of American National University is accredited by the Commission on English Language Program Accreditation for the period April 2015 through April 2019 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 80 North Fairfax Street, Suite 402A, Alexandria, VA 22314, 703.665.3400, www.cea-accredit.org.

The Health Information Management associate’s degree program at the Dayton and Youngstown, Ohio campuses are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the accredited program are eligible to sit for the Registered Health Information Technician (RHIT) exam.

The Surgical Technology program at the Harrisonburg and Danville, Virginia campuses; Dayton Area and Youngstown Ohio campuses; are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). CAAHEP’s address is 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763. They can be contacted at (727) 210-2350 and through www.caahep.org.

The Roanoke, Virginia and Dayton, Ohio Paralegal programs have been approved by the American Bar Association.

The Salem, Virginia Campus of American National University is registered with the Maryland Higher Education Commission to offer certain online programs to residents of the state.

The Accrediting Council for Independent Colleges and Schools (ACICS) is recognized as a national accrediting agency by the Council for Higher Education Accreditation. ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, and their phone number is (202) 336-6780.

Many programs offered at American National University are approved so that eligible veterans and their dependents may receive their benefits. To inquire about specific programs, contact your local campus. The university makes available to students a copy of the documentation describing the school’s accreditation. Contact the Campus Director at your local campus.
The University

Heritage

In 1886, a group of visionary educators and business leaders saw the need for an higher education institution focused on career-based training to meet workforce needs in the southeastern United States. Together they founded what is now known as American National University with the intent of training workers in business, banking, accounting, administration, and other skilled professions.

American National University steadily developed a reputation for providing men and women with an efficient and effective education preparing them for the world of professional work. Students from many states made the trek to Roanoke, Virginia to receive a practical education that was more focused and relevant than that offered by other colleges and universities of the time.

As the institution’s first 100 years drew to a close, however, changes had already been under way that would give the institution a different appearance even as it continued to remain true to its original purpose. Rather than bringing students from surrounding states to stay at the dormitories and large central campus in Roanoke, American National University came to them. New community-based campuses were built throughout Southwest Virginia, Kentucky, and Tennessee. As the needs of the workforce expanded, business training was supplemented by career-focused programs in computers and health care. Certificate programs were no longer the norm—students pursued more in-depth study leading to associate’s degrees, and the University’s first baccalaureate programs were introduced.

Today, American National University and National College have developed into a master’s-level institution offering dozens of academic programs through more than 20 community-based locations in six states (known as American National University and National College). A burgeoning online program serves a growing number of students, while thousands of international students have turned to National for both academic degree programs and English as a Second Language (ESL) instruction.

The university’s reputation for excellence has been affirmed through numerous awards and acknowledgments, including awards for grassroots student advocacy (Association for Private Sector Colleges & Universities TOPS Award, 2012), support for veterans (Military Friendly School, 2010-2017), and a Lifetime Achievement Award (Imagine America Foundation, 2012) recognizing American National University President Frank Longaker’s 40 years of service to the career college sector – to name just a few.

Evolution 2086 Vision

The university continues to evolve. In an effort to recognize the University’s continuous history of adapting to change and envisioning the development that will carry us to our 200th anniversary in 2086, we look ahead to our “Evolution 2086.”

The Evolution 2086 vision guides our goal of continuing to meet the workforce training needs for the 21st century and beyond. To answer increasing demands for career education at higher degree levels, we have added and will continue to add relevant master’s and doctoral programs. We will serve additional communities in more states with local campuses. We will expand and explore more accessible teaching methodologies, including online delivery, blended courses, and open-enrollment online courses.

While focusing on our core of business, health care, and information technology, we will expand our curriculum to include training in developing fields and offer more in-depth courses where career-opportunity continues to grow. We will continue our leadership in health science and business by offering bachelor’s and master’s degree programs for occupations in these important fields. Our information technology programs will expand in breadth and depth to train students for new advances. And we will continue to
pursue programmatic accreditation and preparation for certification in appropriate programs, as we do for current programs.

The evolution of the institution is reflected in our name: American National University. American, recognizing our role as a leading American institution for career-focused education for students from around the world; National, acknowledging our historical roots and nationwide reputation; University, representing our status as a graduate-level institution offering diverse academic, online, international, ESL, and corporate training programs. The university’s motto, Scientia et Civitas – “Knowledge and Citizenship” – reflects our mission to develop educated men and women ready to pursue lives as productive citizens.

What does not change are the hallmarks of the experience our tens of thousands of graduates have enjoyed since 1886: American National University and National College will continue to offer the career-focused, hands-on learning environment that has characterized our more than 125 years of excellence, while steadily evolving new programs, venues, and methods of instruction appropriate to the 21st-century global economy. Students will continue to reap the benefits of our decades of tradition and experience as well as explore new opportunities and resources.

Purpose

The fundamental purpose of American National University is to educate men and women for the duties and responsibilities of business life and to help place them in positions where there is opportunity for advancement.

The university attempts to inculcate these graduates the ability to take the initiative in formulating their lives and to change in order to meet the challenges and demands of modern business. Our aim is to have the resources and curricula, staff and faculty that motivate students to be fully prepared for well-defined fields of employment.

Objectives

In keeping with the Mission of American National University, the administration and faculty are dedicated to achieving the following objectives:

1. Provide a broad array of academic programs in business and technical areas to meet the needs of students and the community, enriched with a varied selection of general education instruction.
2. Provide students with facilities, curricula and equipment that are continually reviewed and updated to industry standards.
3. Provide educational environments in which students can examine and develop ethical values in professional, personal and business settings.
4. Assist employers in local communities by ensuring that graduates are educated in the professional and technical skills needed to become successful members of the work force.
5. Assist graduates in securing gainful employment through a total educational experience that will enhance their communication skills, self-confidence, and lifelong learning ability, while developing the technical knowledge and skills to be successful in their chosen career.

Academics

Career opportunities in business, health care, and technology are ever-expanding for those who are well trained. The curricula are specific and concentrate on essential professional skills that will lead toward employment in a specific field. Academic programs are planned to offer the most efficient methods in organization and management, consistently meeting industry demands for skilled workers.

Curricula

A major strength of American National University is its ability to quickly adjust the curriculum to changes in industry employment needs and in the career interests of students. Community representatives, serving as a Campus Advisory Board, provide current and timely advice relative to the employment needs of the area’s business, health care, technical, and government organizations.
Structure and Design of Programs

The programs of study at American National University are career-oriented. Students in the associate’s degree programs take a number of program-specific courses that would normally be offered only as upper-level classes at other institutions. These classes ensure that associate’s degree graduates are well prepared to meet the demands of the work environment. The baccalaureate programs build on the associate’s degree programs through additional program-specific courses. This provides an in-depth, well-rounded, and rigorous educational experience, enabling our graduates to compete in today’s ever-changing global economy.

The master’s programs prepares bachelor’s degree holders to undertake and gain graduate-level training and expertise in numerous areas. The master’s programs utilizes a cross-functional approach to provide the foundational knowledge necessary for managerial efficiency and leadership in both private and public job markets.

Students enrolled in a diploma program take a number of entry-level courses that prepare them to begin a career in their field of study.

Students enrolled in a program are considered concurrently enrolled in any lesser included programs. Upon completion of the requirements of such program, they are entitled to the appropriate certificate, diploma or degree.

Resources for Research

The American National University Library provides a full suite of library services, including research support, and provides an extensive collection of full text article databases and eBooks that are complemented by small, program-focused print collections at each campus.

The Library’s electronic collections are comprised of magazine, newspaper, and academic journal articles, as well as reference materials that support the core programs of the University, including business, information technology, health care, and general education. The Library web site includes numerous guides to help students navigate the research process, and students can work with a librarian via live chat or can ask questions through the AskUs reference question system.

Library resources and services are provided to both current students and graduates of the University. Each campus houses dedicated computers through which students and graduates can access the library collections and interact with a librarian. Active students can also access resources from off campus using their University credentials, so the library resources and services are always available to them, and can be used to complete coursework and to maintain skills or stay current with the latest knowledge in their career field.

Career Services

Career Services at American National University is your most important connection to successfully develop the skills needed to secure the job you want in your chosen career. The University is committed to training individuals to meet the expectations of the workplace, and will help you acquire the skills necessary to transition into a new career or advance in your current profession.

Our Career Services team is here to assist with career planning and career preparation. Career placement specialists provide valuable advice and feedback to help you effectively communicate your knowledge, skills, and abilities to employers both on the resume and during the interview to land the job. Career Services will help you navigate through the career search process, keeping you informed of current trends and employer expectations.

We also offer students and alumni a unique opportunity to access an online comprehensive platform of quality career tools and resources that are effective, efficient, and customizable. Our 24/7 career services portal, ANU CareerConnect, was established to meet the growing needs of our students and alumni, including employed, evening, online, individuals with limited daytime availability, and/or those who prefer to manage their own career path. Students and alumni can access ANU CareerConnect for career advice videos, resume writing, virtual mock interviews, and employment postings - anytime, anywhere, from any computer connected to the internet.
So whether you’re a student, graduate, or alumnus, connect with Career Services. Our goal is to prepare you to find success in the workplace.

**Professional/Occupational Licensure and Certifications**

Occupational and professional licensing and certification are largely functions of state government and/or private organizations or associations offering accreditation or certification. There are literally hundreds of occupations and professions that are regulated in one form or another, but licensing or certification requirements for the same occupation or profession often vary from state to state, or even from employer to employer.

Because occupational and professional licensing and certification requirements are constantly changing, and because they are also highly decentralized activities that are typically spread out among many different state agencies, accreditors and occupational or professional organizations or associations, American National University does not make any representations about the suitability of any of its programs for establishing eligibility for licensure, certification or examination for licensure or certification in any state or by any accredits or occupational or professional organization or association.

Students must accept responsibility for learning what occupational or professional licensing or certification regulations or requirements apply to them prior to enrolling in any educational program and should inquire of the relevant state agency, accreditor, association or organization to ensure that the educational program in which they are considering enrollment will be suitable for establishing eligibility for licensure, certification or examination in any occupation, profession or field in which they intend to seek employment.

**Notice of Non-Discrimination**

American National University admits students of any race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance in administration of its educational policies, admissions policies, scholarship and loan programs, or other university-administered programs. Title IX of the Education Amendments of 1972 requires that the university not discriminate on the basis of sex in its education programs or activities. No qualified handicapped person shall, on the basis of that handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any University-related program or activity.

Students enrolling in the Medical Assisting program will acknowledge that the student has no known physical or personal limitations that will prevent the student from successfully completing the program.

American National University is an equal opportunity employer. We are committed to the concept of equal opportunity in our hiring, employment, and personnel practices and policies. All personnel activities are conducted without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

The University’s Executive Vice President of Academic Affairs is the University’s Title IX Coordinator and is responsible for coordinating compliance with its non-discrimination policies. S/he may be contacted by mail at 1813 East Main Street, Salem Virginia 24153, by email at TitleIXCoordinator@an.edu, or by telephone at (540) 283-6600. Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.

**Accommodation Policy**

American National University recognizes its responsibilities to provide equal educational opportunities in accordance with state and federal laws and regulations including the Americans with Disabilities Act (ADA) of 1991 and Section 504 of the Rehabilitation Act of 1973 by prohibiting discrimination on the basis of disability. To ensure equality of access the University provides reasonable
accommodations to students who require them and inform the University by completing the “Student Disability Accommodation Request” form which will be provided by the Campus Director.

Student Health Services
American National University is a commuter university without dormitories. Because of this, no health services are provided to our students. Should a medical emergency arise, the student may contact any member of the faculty or staff for assistance or direction.

Consumer Information
It is important that students and other interested parties have access to timely and accurate information about the institution and the educational opportunities offered at each campus. Therefore, consumer information is made available in this catalog, on the University website (www.an.edu), and at each campus in the Campus Director’s, Admissions, and Student Services offices. Students requesting additional information, or who wish to receive paper copies of information disclosed electronically, may obtain such information from the above sources.

Student Life
American National University offers a friendly atmosphere which only a small university can provide. The University provides academic assistance that includes academic advising, tutoring, and student support services such as orientation and career counseling, all working together to provide a healthy and meaningful experience.
# 2017 Calendar

**Term 170 - ONLINE ONLY**

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Term Begins</td>
<td>December 12, 2016</td>
</tr>
<tr>
<td>College Closed</td>
<td>December 24, 2016 − Jan. 1, 2017</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>February 25, 2017</td>
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</tbody>
</table>

**Inter-Term Break – No Classes – February 26 – March 5, 2017**

**Term 171**

<table>
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<tbody>
<tr>
<td>Term Begins</td>
<td>January 23, 2017</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>April 1, 2017</td>
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**Inter-Term Break – NO CLASSES – April 2, 2017 – April 9, 2017**

**Term 172 – ONLINE ONLY**

<table>
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<th>Event</th>
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<tbody>
<tr>
<td>Term Begins</td>
<td>March 6, 2017</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>May 13, 2017</td>
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</tbody>
</table>

**Inter-Term Break – No Classes May 14, 2017 – May 21, 2017**

**Term 173**

<table>
<thead>
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<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Term Begins</td>
<td>April 10, 2017</td>
</tr>
<tr>
<td>College Closed*</td>
<td>May 29, 2017</td>
</tr>
<tr>
<td>*Memorial Day Observed- Mandatory Makeup Day</td>
<td>June 3, 2017</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>June 17, 2017</td>
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</table>

**Inter-Term Break – NO CLASSES – June 18, 2017 – June 25, 2017**

**Term 174 – ONLINE ONLY**

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<th>Event</th>
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<tr>
<td>Term Begins</td>
<td>May 22, 2017</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>July 29, 2017</td>
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</table>

**Inter-Term Break – No Classes – July 30, 2017 – August 6, 2017**

**Term 175**

<table>
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<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Term Begins</td>
<td>June 26, 2017</td>
</tr>
<tr>
<td>College Closed*</td>
<td>July 3-4, 2017</td>
</tr>
<tr>
<td>*Independence Day Observed- Mandatory Makeup Days</td>
<td>July 8 and July 15, 2017</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>September 2, 2017</td>
</tr>
</tbody>
</table>

**Inter-Term Break – NO CLASSES – September 3, 2017 – September 10, 2017**

**Term 176 – ONLINE ONLY**

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>August 7, 2017</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>October 14, 2017</td>
</tr>
</tbody>
</table>

**Inter-Term Break – No Classes – October 15, 2017 – October 22, 2017**
# 2017 Calendar (continued)

## Term 177
- **Term Begins**: September 11, 2017
- **Last Day of Term**: November 18, 2017

**Inter-Term Break – NO CLASSES – November 19, 2017 – November 26, 2017**

## Term 178 – ONLINE ONLY
- **Term Begins**: October 23, 2017
- **College Closed**: November 20-24, 2017
- **College Closed**: Dec. 24, 2017 – Jan. 1, 2018
- **Last Day of Term**: January 13, 2018

## Term 179
- **Term Begins**: November 27, 2017
- **College Closed***: December 24, 2017 – Jan. 1, 2018
  - *New Year’s Day- Mandatory Makeup Day*: January 6, 2018
- **Last Day of Term**: February 10, 2018

**Inter-Term Break – NO CLASSES – February 11, 2018 – February 18, 2018**
## 2018 Calendar

<table>
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<tr>
<th>Term 181</th>
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</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>February 19, 2018</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>April 28, 2018</td>
</tr>
</tbody>
</table>

**Inter-Term Break – NO CLASSES – April 29, 2018 – May 6, 2018**

<table>
<thead>
<tr>
<th>Term 183</th>
<th></th>
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<tbody>
<tr>
<td>Term Begins</td>
<td>May 7, 2018</td>
</tr>
<tr>
<td>College Closed*</td>
<td>May 28, 2018</td>
</tr>
<tr>
<td>College Closed **</td>
<td>July 4, 2018</td>
</tr>
<tr>
<td>*Memorial Day Observed- Mandatory Makeup Day</td>
<td>June 2, 2018</td>
</tr>
<tr>
<td>**Independence Day Observed – Mandatory Makeup Day</td>
<td>June 30, 2018</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>July 14, 2018</td>
</tr>
</tbody>
</table>

**Inter-Term Break – NO CLASSES – July 15, 2018 – July 22, 2018**

<table>
<thead>
<tr>
<th>Term 185</th>
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<tbody>
<tr>
<td>Term Begins</td>
<td>July 23, 2018</td>
</tr>
<tr>
<td>College Closed*</td>
<td>September 3, 2018</td>
</tr>
<tr>
<td>*Labor Day Observed- Mandatory Makeup Day</td>
<td>September 1, 2018</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>September 29, 2018</td>
</tr>
</tbody>
</table>

**Inter-Term Break – NO CLASSES – September 30, 2018 – October 7, 2018**

<table>
<thead>
<tr>
<th>Term 187</th>
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<tbody>
<tr>
<td>Term Begins</td>
<td>October 8, 2018</td>
</tr>
<tr>
<td>College Closed*</td>
<td>November 19-23, 2018</td>
</tr>
<tr>
<td>*Thanksgiving Day Observed</td>
<td></td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>December 22, 2018</td>
</tr>
</tbody>
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Admissions

Admission

The first step to getting started in your new career is your personal interview with our Admissions staff. Applicants and their parents or spouse are invited to visit their local American National University campus to learn more about our programs, meet our staff and faculty, and tour the facilities.

Those who are unable to visit the campus are urged to call the Admissions Department for a telephone interview. High school students may request that the Admissions Department contact their guidance counselor to arrange for an interview at their school. Refer to page 152 for the address and telephone number of the Admissions Office nearest you.

Admission Requirements

Graduation from high school is a minimum requirement for admission to American National University for those students enrolling in the Diploma, Associate's, or Bachelor's programs. Those who have completed high school in a homeschool setting or have satisfied graduation requirements through the General Educational Development (GED) Test or a state authorized examination are also eligible for admission. An official transcript from an accredited college will be recognized as the equivalent of a high school diploma for basis of acceptance. The student will need to have successfully completed at least a two year program that is acceptable for full credit toward a bachelor's degree. Students will sign an attestation on the enrollment application as to which of these credentials they have received.

In addition, as the University reviews applications for admission to the Bachelor's degree programs, it will strive to select students who have the necessary maturity, motivation and academic preparation to successfully complete the requirements for the Baccalaureate degree.

The following criteria will be used by the University to determine those essential qualities:

1. The applicant must have completed an Associate's degree.

2. The applicant must have earned at least a 2.5 grade point average (GPA) on a 4.0 scale for all previous collegiate coursework. If the applicant's GPA falls below 2.5, the applicant will be evaluated for conditional acceptance.

3. If the applicant does not possess an Associate's degree, but has substantial collegiate experience and transferable credits, an evaluation for conditional acceptance will be made.

Admission of International Students

In addition to the general requirements of the University, effective May 15, 2017, prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Undergraduate Degree: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.

A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

2. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.
3. A minimum score on the College Board Accuplacer ESL Exam Series as follows:
   • ESL Language Use: Score of 85
   • ESL Listening: Score of 80
   • ESL Sentence Meaning: Score of 90
   • ESL Writeplacer: Score of 4
   • Comprehensive Score for all exams of 350

4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam.

5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;

6. A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A “B” or higher is required for master’s degree, first professional degree, or professional doctoral degree.

Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

Current policies of the U.S. Immigration and Customs Department state that international students must prove that financial responsibility will be met. Once these requirements have been met and the student is accepted for admission to the University, an I-20 will be issued. Upon receipt of the I-20, the student is required to complete the form I-901 and submit a $200 fee to the U.S. Department of Homeland Security. These students are covered under the institution’s regular refund policy.

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Applying for Admission

To apply for admission, complete an Application for Admission and mail it to the campus you wish to attend or fill out an application online at www.an.edu. The addresses of campus locations are on page 152 of this catalog. The Application for Admission is considered complete when the application, enrollment agreement, Transferability of Credit Disclosure, and the application fee are received.

Your application will be reviewed promptly, and a determination will be made as soon as possible. Applying early is to the student’s advantage in obtaining financial assistance for those who qualify, scholarships, part-time employment, and desired class schedules.

Medical Assisting Admissions Requirements

Students enrolling in the Medical Assisting program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program; can lift at least 50 pounds, has reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Medical Assisting program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students may be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.
RN to BSN Bachelor’s Degree
Admissions Requirements

Students who have completed an associate’s degree in nursing from an accredited institution may enroll with immediate junior-level standing. A block of 120 quarter hours or equivalent semester hours (96 core credits and 24 general education credits) will be transferred into the program. These credits must include college-level lab-based courses in anatomy, physiology, and microbiology, and college algebra. Students without these pre-requisite courses must complete these prior to enrolling in the RN-BSN program. If a student has an RN license and a diploma in nursing, the student may enter the program and complete the required general education courses.

Students must also hold a current, unencumbered license as a registered nurse. Students may be required to participate in an interview to be admitted to the program.

Medical Health Services Management
Admission Requirements

There are three different scenarios for students to enroll into the MHSM program:

Students who have completed an associate’s degree:

• Student must have an overall 2.0 GPA in a health-related field from an accredited college or university: 72 CORE credits and 24 General Education credits will be transferred in.

• Students must also have a license or certification to practice in a health-related area or a minimum of 12 months’ work experience in a health field to be eligible for admission to this program.

Students who have completed a vocational/occupational associate degree:

• Students must have an overall 2.0 GPA in a health-related field from an accredited college or university: 72 CORE credits and 16 General Education credits will be transferred in.

• Student must complete the additional required general education courses included as part of an academic associate’s degree to graduate from the bachelor’s program.

• Students must also have a license or certification to practice in a health-related area or a minimum of 12 months’ work experience in a health field to be eligible for admission to this program.

Students who have a certificate:

• Students who have completed a certificate/diploma with the equivalent of a total of 72 core credits, with an overall 2.0 GPA in a health-related field from an accredited college or university, 72 CORE credits will be transferred in.

• Student must complete the required general education courses associated with a traditional academic associate’s degree.

• Students must also have a license or certification to practice in a health-related area or a minimum of 12 months’ work experience in a health field to be eligible for admission to this program.

Additional credits may be awarded based upon the University’s transfer of credit policy.

Phlebotomy and ECG Admission
Requirements

Students enrolling in the Phlebotomy and ECG program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program, has reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Phlebotomy and ECG program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students may be required to obtain immunizations and/
or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

Health Information Management Admission Requirements

Students enrolling in the Health Information Management program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program, has reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Health Information Management program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students may be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

Medical Office Professional and Medical Billing and Coding Admission Requirements

If students in the Medical Office Professional or Medical Billing and Coding programs are enrolling in the externship, they will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students may be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

Pharmacy Technician Admission Requirements

Students enrolling in the Pharmacy Technician program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students may be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

Paralegal Associate Degree Admissions Requirements

Students enrolling in the Paralegal Associate degree program must have a minimum of a high school diploma or GED and must achieve a passing score on
the Accuplacer exams for Sentence Structure, Reading and Writing. Students without a passing score will not be allowed to begin the program, but may test again in 90 days for admission to the program. Students enrolling in the Paralegal Associate degree program who have earned an Associate’s or Bachelor’s degree from an accredited institution will not be required to take/pass the acceptance exams.

**Paralegal Studies Certificate Admission Requirements**

Students entering the Certificate in Paralegal Studies program must have:

A. Completed an academic associate degree in any academic major from an accredited institution with a 2.5 CGPA or above on all classes attempted. No grade in the prior program in English Grammar, Structure, or Writing (including composition) may be below a ‘C’ letter grade. Any grades in those subjects below a ‘C’ would require successful completion of the Accuplacer exams (excluding Mathematics) prior to acceptance into the certificate program. Or

B. Completed a bachelor’s degree in any major from an accredited institution.

C. ENG102 English Composition or the equivalent;

D. KEY183 Keyboarding II or the equivalent or keyboarding speed of 35 wpm on at least two five-minute timed writings with no more than five errors.

**Surgical Technology Admissions Requirements**

Students enrolling in the Surgical Technology program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program; can lift at least 50 pounds, has reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Surgical Technology program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students enrolling into the Surgical Technology program in Term 161 and forward will be required to take the Accuplacer exam. The University will be scoring the student in the following areas: Reading Comprehension, Arithmetic, and Sentence Structure. Students who have a score of 85 in Sentence Structure, 60 in Arithmetic, and 80 in Reading Comprehension will be admitted to the program as long as the maximum enrollment capacity for the program has not been met for that term. Students may take the exam and retake it once prior to the start of the term. If the student fails the exam twice during one term, they may retake the next term.

Prior to enrolling in SRG120 the following immunizations and screenings are required and are the responsibility of the student and not paid by the university:

**Required Immunizations**

- Hepatitis B Series (3 injections)
- Pertussis and Tdap

**Born After 1957**

- MMR x 2 (after 15 months of age)

**Born Prior to 1957**

- Rubella (laboratory evidence of immunity or record of immunization)
- Rubeola (laboratory evidence of immunity, record of immunization or history of disease)
- Mumps (proof of immunity by physician, receipt of vaccine after 15 months of age, laboratory evidence of immunity)

**Site Specific**

- Varicella (chickenpox) or proof of chickenpox
- Influenza vaccine

**Required Screening**
• Tuberculin (PPD) test within six (6) months of clinical rotation or Chest x-ray with no indication of TB within one year of clinical rotation if positive PPD.

Course Load

Students enrolled for 12 or more credit hours per term are considered full-time, and as such qualify for all University assistance and services. However, students are encouraged to take 16 or more credit hours to accelerate their education and career goals. Schedules may also be arranged for students to select less than a full-time course load if their circumstances prevent full-time attendance.

Students

A regular student is a student who is attending the University for the purpose of obtaining a degree or diploma in one of the programs of study offered. All regular students must have declared a major course of study. Regular students are eligible to apply for financial programs offered through the University.

The following categories of students are not considered regular students: employees attending the University (except work study students or others enrolled in a program), students taking refresher courses, students attending under any category such as an approved audited course, students taking single subjects, students taking more than one subject but not declaring a major, or students attending under any other special category as otherwise approved by the University, or a student attending classes after being dismissed as a regular student (See Standards of Satisfactory Academic Progress on page 27).

Matriculation

A regular student is considered enrolled when all of the following conditions are satisfied:

1. Application for admission and accompanying forms are completed and accepted
2. The student has graduated from high school, received a GED, or completed high school in a homeschool setting (Students will sign an attestation on the enrollment application as to which credential they received)
3. All necessary tuition and fees are paid
4. All classes for which the registration process has been completed have been attended

Students Transferring to American National University

Prior collegiate work from an institution previously attended is accepted by American National University when it is demonstrated that this work is in keeping with career and educational objectives of the student’s chosen course of study. Transfer credits are accepted on an individual basis after complete evaluation.

Residency Requirement: A student must complete the last 25% of any diploma, Associate’s degree, or Baccalaureate degree program coursework at American National University. This requirement means that a maximum of 72 quarter credit hours for an Associate’s degree and 135 quarter credit hours of combined upper and lower courses for a Baccalaureate degree may be accepted. Advanced Placement exams and Life Work Experience credit do not fulfill the residency requirement. Unless special conditions prevail and prior permission is granted, all of a student’s final coursework which applies to a degree or a diploma from American National University must have been earned at the University.

Evidence of prior collegiate work should be received by the University prior to the student’s entry or during the first term of attendance if course credit is to be given. Students should be aware that it is their own responsibility to avoid duplicating a course for which credit may be awarded. Any duplication which results in Title IV and Veterans overpayments to the student is the responsibility of that student.

Paralegal Program: Only 16 credits of Legal Specialty courses can be transferred in. Legal Specialty courses include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS223</td>
<td>Sales and Contract Law</td>
</tr>
<tr>
<td>PLG102</td>
<td>Introduction to Paralegal Studies</td>
</tr>
</tbody>
</table>
Acceptance of prior collegiate work in any circumstance should not be interpreted as a blanket policy of acceptance in all cases. The academic integrity of the institution requires that each case be judged independently. In addition, the age of the prior coursework and technology changes will need to be considered. In order for a course to transfer, a letter grade of “C” or better must have been achieved and the course must be at least 3 semester hours, 4 quarter credit hours or 90 clock hours in length. Selected courses completed more than six years prior to enrollment will not be considered for transfer of credit. However, some courses have no time limit for consideration for transfer of credit. Applicants are encouraged to request an evaluation from Student Services prior to enrollment to develop an Academic Plan. This complimentary service reviews for transferability of course credits as well as explores the applicability of nontraditional means of credit acceptance, including, but not limited to: Advanced Placement (AP), College Level Achievement Program (CLEP) tests, and the submission of a Life Experience Portfolio for review. Please refer to p.16 of this catalog for more information regarding nontraditional credit sources. The University neither guarantees nor assures that any credits taken at any other institution will be applicable to programs at American National University or that credits taken in one program at American National University will be applicable to other programs at American National University. Certain programs offered at specific campuses of American National University are programmatically accredited. Please see the University Catalog section on Approvals and Accreditation for additional information on those programs. Transfer credits for courses designated as part of the Program Core in a program which has been programmatically accredited will only be awarded if the program in which the course credit was originally earned is similarly programmatically accredited. Failing of the Placement Evaluation in Math or English negates the transfer of Business Math I (BUS110) and/or English Composition (ENG102) from prior collegiate work.

To accommodate the mobile way of military life, the University will consider all previous education and training and grant credit, if appropriate, for veterans and other eligible students. American National University limits academic residency to no more than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty servicemembers. Academic residency can be completed at any time while active-duty servicemembers are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

**Students Transferring from American National University**

The philosophy, purpose, and objectives of the University are to prepare students for successful careers. The objective of the institution is not to prepare students for transfer to other institutions. Therefore, the curriculums, courses, and other policies and procedures of the University have been developed to provide the most efficient and effective preparation for business life and career positions. Students wishing to transfer to other institutions should be cautioned that those institutions each have their own policies regarding acceptance of prior collegiate work and may not recognize collegiate work at American National University as transferable. It should also be noted that in any transfer situation, regardless of the institutions involved, the acceptance of prior work is at the discretion of the accepting institution and accreditation does not guarantee transferability.
Academic Policies

Terms
For the convenience of its students, American National University operates its classes year-round. The five-term schedule enables students to complete their programs and enter the workforce as quickly as possible. Students may begin their programs at any of the five starting dates during the year. Many high school students find it easier to make the transition from high school to the university work level by entering their program immediately after they complete high school.

Grade Reports
The records of each student are kept on a per-term basis. These complete records show the grade received in each subject and certain specialized honors received. At the end of each term, a summarized per-term grade report on each student is provided via the campus portal. Students have up to 90 days from the last day of the term to dispute a final grade given in that term. Students are to see their Campus Director on final grade issues.

Transcripts
The official progress record of a student is maintained by the University. All qualified students may receive one official transcript without charge. For each transcript after the first one, a charge of $5 will be made. Requests of transcripts can be made on our website, www.an.edu or by visiting one of our campuses.

Standard Course Load and Program Length
A minimum full-time subject load is 12 credit hours (three 4-credit hour subjects). The recommended subject load is 16 credit hours. However, students may carry up to 20 credit hours. To estimate the length of time a program will take, note the credit hours required in your chosen curriculum. Divide this by the number of credit hours you will carry each term. The result is the number of terms it will take you to complete the program.

Articulation Agreements
American National University has articulation agreements with several institutions to promote the acceptance of equivalent courses and work together to promote continued educational opportunities for students.

The following are the Institutions that we have articulation agreements with:
- Blue Ridge Community and Technical College
- Harrison College with ANU/NC
- Virginia College Online with Roanoke, Harrisonburg, Dayton
- International American University and ANU/NC
- Ohio Valley College of Technology and ANU/NC
- Pennsylvania Institute of Health and Technology and ANU/NC
- Trumbull Business College and ANU/NC
- West Virginia Junior College and ANU/NC
- Moravian College and ANU – ESL Program

Student Advocacy
American National University welcomes all applicants to engage Student Services to review possible avenues for experiential and other alternative means of credit attainment to provide an individualized degree program designed to maximize opportunity and earn a degree as quickly and affordable as possible. American National University believes in providing every opportunity for its students to
be successful, and encourages applicants to provide any and all documentation they believe merits consideration to this process. Student Services may request additional information as necessary to ensure all possible avenues are considered.

**Nontraditional Credit Allowance**

American National University is committed to providing a comprehensive Academic Plan to students that accounts for both traditional learning and nontraditional sources or experiences that contribute to degree achievement. The maximum allowable nontraditional credit incorporated into an individual degree plan is 25% of the total credit requirement of any program offered by American National University. Nontraditional credit allowances do not satisfy any portion of the residency requirement for graduation from any American National University program.

Nontraditional sources that may be considered include coursework and examinations which meet the American Council on Education (ACE) guidelines.

**Credit Granted for Work Experience**

The University recognizes the value of experiential learning as a part of the applicant’s overall educational experience. If an applicant desires the University to evaluate work experience for credit, the applicant must:

1. Discuss the experience with your Admissions Representative, Campus Director, or Student Services Representative to determine proper procedure for presentation.
2. Submit a completed Work Experience Course Credit Application, which may be obtained from your Campus Director or your Student Services Representative.
3. Prepare detailed documentation and substantiation of the experience to be considered (documentation should include duties, responsibilities, seminars, etc., and superiors or co-workers who can attest to the experience).
4. Only experience directly related to the course will be considered appropriate. The student must be able to show how all of the Course Objectives, as found in the Syllabus, have been achieved through work experience.
5. All materials must be received by the Work Experience Review committee by the fifth week of the term in order to be considered for credit the following term.
6. The decision of the committee is final.

**University Placement Evaluations**

Students who have not previously earned an Associate or Bachelor degree from an accredited institution are required to take placement evaluations in English and Math. This is regardless if their program requires any of the placements or prerequisites. This requirement is waived for students who have earned an Associate’s or Bachelor’s degree from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. The University Placement Evaluation reflects one’s strengths and weaknesses with regards to essential skills. A student not passing a placement evaluation or a student with a recommendation from the department chair will be required to take the required university course associated with that placement evaluation in addition to their other curriculum requirement. Students may retake the placement evaluation one time prior to the first day of scheduled classes. These courses do not count toward programmatic requirements for graduation. These courses are: ENG090 (Basic English) and MAT090 (Basic Math).

Students enrolled in all IT programs will be given a computer literacy placement test. Students who do not achieve a score of 80% on this test will be required to take and pass IT090 (Basic Computing). The student will have 2 attempts to pass the course to continue in the program of study.

**Advanced Placement Evaluations**

Advanced Placement Evaluations are designed for students who wish to demonstrate their current skill level in selected areas. If successful, the student will receive full credit for that particular course. There is no charge for these evaluations or for any credit received. Advanced Placement Evaluations cannot be attempted if the student has enrolled or sat in the course. A complete list of Advanced Placement Evaluations and administration times is available from your
Campus Director or the Student Services Center.

The University has established criteria that will allow students to request an evaluation of recognized industry certifications and receive credit for appropriate courses. Students should contact the Student Services staff for more information on required documentation used for evaluation.

Credit by Examination

The University offers opportunities for award of credit to students who demonstrate competency in specific subject areas. The College Level Examination Program (CLEP) and the Dantes Subject Standardized Tests (DSST) are nationwide testing programs through which an individual can validate learning and receive university credit.

Program Course Concentration and General Education

Each program at the University is divided into two areas of concentration: Program Core and General Education. The Program Core satisfies the curriculum concentration. The course listings are on pages 64-123 for each specific program.

For successful completion of the Associate degree programs, a student must complete 24 credit hours (28 credit hours for Paralegal Associate program) of General Education courses. The student must select at least one course from each discipline required:

### Written and Oral Communication
- **ENG102** English Composition
- **ENG126** Oral Communication

### Mathematics, Statistics, and Logic
- **LOG215** Thinking Critically
- **MAT101** Understanding Mathematics
- **MAT214** Algebra
- **MAT220** Algebra and Basic Statistics

### Arts and Humanities
- **ETH205** Ethics
- **GEN241** Cultural Appreciation

### Social and Behavioral Sciences
- **PSY127** Psychology
- **PSY200** Human Growth and Development
- **POL202** Political Science

### Physical/Natural Science
- **BIO101** Introduction to Biology
- **BIO201** Basic Anatomy and Physiology I
- **BIO202** Basic Anatomy and Physiology II
- **CHM105** General, Organic Biochemistry
- **ENV101** Environmental Science

For successful completion of the Bachelor’s degree programs, a student must complete 56 credit hours of General Education courses. The student must select at least one course from each discipline with a minimum of five courses at the 300–400 level.

### Written and Oral Communication
- **ENG102** English Composition
- **ENG126** Oral Communication

### Mathematics, Statistics, and Logic
- **LOG215** Thinking Critically
- **LOG357** Logic and Critical Thinking
- **MAT101** Understanding Mathematics
- **MAT214** Algebra
- **MAT419** Introduction to Statistics

### Arts and Humanities
- **ETH205** Ethics
- **GEN241** Cultural Appreciation
- **REL330** World Religion

### Social and Behavioral Sciences
- **GOV340** American Government
- **HIS290** American History 1945–Present
- **HIS490** American Economic History
- **POL202** Political Science
- **PRO453** Parliamentary Procedures/Group Dynamics
PSY127  Psychology
PSY200  Human Growth and Development
SOC461  Introduction to Sociology

Physical/Natural Science
BIO101  Introduction to Biology
CHM105  General, Organic Biochemistry
ENV101  Environmental Science
PER330  Personal Health

Numbering of Courses
Courses numbered 000–099 are preparatory courses and cannot be used to satisfy graduation requirements. Courses numbered 100–199 are primarily for first-year students. Courses numbered 200–299 are primarily for second-year students. Courses numbered 300–499 are primarily for third- and fourth-year students. Courses numbered 1100 and above are for the ESL program.

Program Revisions and Course Substitutions
American National University reserves the right to change its curricula, course content, subject matter, tuition, fees, academic policy, administrative policies, and other aspects of the education provided or of the institution itself. In all cases, appropriate notice shall be given to concerned parties and regulatory agencies.
Curriculum revisions and other academic changes are ongoing. Revisions are made for the benefit of the student, ensuring he or she receives the most current information and material possible.
Adjustments to the requirements of published curricula may be made at the discretion of the University for individual students as long as the intent and overall content of the program of study are not significantly altered.
While neither encouraged nor routine, students occasionally request to substitute one course in their chosen program of study for another course approved as part of another program. Should students choose to request a course substitution, they should consult their Campus Director to ensure that the substitution is a good fit for their current curriculum and career goals.
Student requests to take a course as a substitution must be reviewed and approved by the Vice President of Academic Affairs of the programmatic area in which the student is enrolled.

Credit Designations
All credits offered are expressed in quarter hours. One quarter hour of credit is the amount of credit gained for the successful completion of one hour per week of lecture, two hours per week of skill development, or three hours per week of externship. A class hour is 50 minutes. All courses completed are awarded the appropriate credit hours.

Outside of Class Work
Students will be expected to complete an average of two (2) hours of out of class work for every one (1) hour of lecture in each course. For example, if a course has 4 hours of lecture, a student will need to complete an average of 8 hours a week of outside of class work.

Academic Year
An academic year is defined as a period of time beginning on the first day of classes and ending on the last day of examinations, containing a minimum of 30 weeks of instructional time during which a full-time student is expected to complete at least 36 credit hours.

Code of Academic Integrity
Students are expected to complete their own work; therefore, cheating, plagiarism, or aiding or abetting cheating or plagiarism are prohibited. Students suspected of cheating should be addressed privately by the faculty or staff member observing behavior or work which appears to violate the proscriptions listed below. Students should be given an opportunity to explain any suspicious work or circumstances. If the student’s explanation does not resolve the issue, the University reserves the right to take any disciplinary action necessary which is compatible with the interest of the student body, staff, and/or faculty.
Appropriate disciplinary action will be determined by the campus director with recommendation from the instructor and may include: receiving a “0” on an assignment, failing the class, suspension from class, suspension from the University, expulsion from class or expulsion from the University.

The student may submit a written appeal to the Academic Review Committee. The decision of the Committee is final.

I. Cheating is defined as:
   • Copying another student’s answers while completing any class assignment or during in-class and take-home examinations.
   • Using notes, books, or unauthorized aids during an examination.
   • Discussing answers during an in-class examination.
   • Submitting another student’s work as one’s own.
   • Stealing another student’s work.

II. Plagiarism is defined as:
   Submitting a paper or answer in which the language, ideas, or thoughts are identical to published or unpublished material from another source without correctly giving credit to that source.

III. Aiding and abetting is defined as:
   Gaining from or giving assistance to another student in any of the areas as described in the above mentioned categories.

Withdrawals

A student who withdraws from a class at or before the end of the fourth week of the term will receive a “W” grade, which will not affect his or her overall grade point average. However, a “W” does count toward total attempted hours. (See Standards of Satisfactory Academic Progress on page 27 for further information.)

A student who withdraws from a class after the fourth week of the term will be assigned a “WF.” A “WF” is charged as “0” quality points and subsequently affects the student’s grade point average adversely, does count toward total attempted hours and can result in the student not meeting a satisfactory Standard of Academic Progress toward his or her goal.

A student who withdraws from one or more classes and is still enrolled in at least one class does not receive a refund of any portion of the classes from which he or she is withdrawn. If withdrawal from all classes occurs, the stated refund policy is in effect.

Repetitions

A student making grades of “A,” “B,” “C,” or “D” has made full credit, but may repeat a course(s) if desired. Credits for repeated course(s) can be used only one time when determining enrollment status for federal financial aid purposes. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student’s maximum time frame for completion and successful course completion. The highest grade will be calculated into the grade point average.

A student making a grade of “D” may advance if desired. It is recommended, however, that the course be repeated, especially if it is in a student’s major area of study.

A grade of “F” is a failure, and the subject must be repeated to earn credit.

A student may retake a class in which he received an “F,” “WP” or “WF” and the highest grade will be calculated into his grade point average. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student’s maximum time frame for
completion and successful course completion. Credits for the repeated course are used when calculating enrollment status for federal financial aid purposes, except if a course was first passed, then retaken and failed, then retaken for a third time (or more).

**Course Incompletes**
An “I” will be given when a student is prevented from taking the final examination by sickness or emergency. The “I” must be approved by the office of the Campus Director. Such an “I” must be removed at the convenience of the instructor within the first 30 days of the next term. Students must complete their externship in a time frame approved by their instructor and Campus Director. During the period an “I” is assigned, the “I” is calculated with “0” quality points. After completion of the final exam, a letter grade is assigned and calculated into the student’s overall grade point average. If the final examination is not taken within the required time, a “0” is calculated into the final grade for the class. The “I” grade does count as attempted hours for the purpose of Standards of Academic Progress.

**No Grade Assigned**
A “G” will be given when an instructor does not assign a grade to a student by the due date of the final exam for the term. The Campus Director is responsible for having the correct grade assigned by the Friday of the first week of the next term. During the period a “G” is assigned, the “G” is calculated with “0” quality points and it does count as attempted hours for the purpose of Standards of Academic Progress.

**Transfer of Credits**
A “T,” “X,” “TA,” “TB,” “TC,” or “TD” is given to students whose courses taken at another institution are being transferred in for required courses at American National University. The grade of “T” or “X” has no effect on the student’s overall grade point average. Effective December 7, 2007, the “T” does have an effect on hours attempted and successful completion of courses. A grade of “TA,” “TB,” “TC,” or “TD” does have an effect on the student’s overall grade point average, hours attempted and successful completion of courses. See section “Quality Point System” for point value of the assigned grades.

**Academic Honors**
For the distinction of “High Honors,” a student must graduate with a CGPA between 3.75 and 4.0. The distinction of “Honors” is awarded to a student who graduated with a CGPA between 3.50 and 3.74. The name of any student who earns a term's grade point average of 3.5 or above in an academic program will be placed on the Dean's List, which is prepared at the end of each term.

**Cumulative Grade Point Average**
The cumulative grade point average (CGPA) is used to determine student’s progress toward completion of their program of study. The CGPA is calculated by dividing the total number of quality points completed by the total number of credit hours attempted. Grades of FS, W, T, LW, Y, NC, X, XA, xb, xc, xd, PP, FF, RDROP, R, and AU are not included in the calculation of the CGPA.

**Grading and Quality Point System**
In all subjects, the following letter designations are used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (4 PTS)</td>
<td>Excellent</td>
</tr>
<tr>
<td>TA (4 PTS)</td>
<td>Transfer Excellent</td>
</tr>
<tr>
<td>B (3 PTS)</td>
<td>Above Average</td>
</tr>
<tr>
<td>TB (3 PTS)</td>
<td>Transfer Above Average</td>
</tr>
<tr>
<td>C (2 PTS)</td>
<td>Average</td>
</tr>
<tr>
<td>TC (2 PTS)</td>
<td>Transfer Average</td>
</tr>
<tr>
<td>D (1 PT)</td>
<td>Below average but passing</td>
</tr>
<tr>
<td></td>
<td>Not passing for graduate courses</td>
</tr>
<tr>
<td>TD (1 PT)</td>
<td>Transfer Below Average but passing</td>
</tr>
<tr>
<td></td>
<td>Not passing for graduate courses</td>
</tr>
<tr>
<td>F (0 PTS)</td>
<td>Failure</td>
</tr>
<tr>
<td>FS</td>
<td>(No Academic Value) Failure to Meet Enrollment Standards</td>
</tr>
<tr>
<td>I (0 PTS)</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>W</td>
<td>(No Academic Value) Withdrew</td>
</tr>
<tr>
<td>WP</td>
<td>(0 PTS) Withdrawal Passing (Prior to April 10, 2017)</td>
</tr>
<tr>
<td>WF</td>
<td>(0 PTS) Withdrawal Failing</td>
</tr>
<tr>
<td>R</td>
<td>(No Academic Value, Highest Grade Calculated into CGPA) Repeated Course</td>
</tr>
<tr>
<td>R DROP</td>
<td>(No Academic Value, Highest Grade Calculated into CGPA) Repeated Drop Course</td>
</tr>
<tr>
<td>T</td>
<td>(No Academic Value) Transfer Credit</td>
</tr>
<tr>
<td>NC</td>
<td>(No Academic Value) Refresher Course</td>
</tr>
<tr>
<td>Y</td>
<td>(No Academic Value) Advanced Placement Evaluation after July 1, 1995</td>
</tr>
<tr>
<td>P</td>
<td>(4 PTS) Advanced Placement Evaluation prior to July 1, 1995</td>
</tr>
<tr>
<td>LW</td>
<td>(No Academic Value) Life Experience Credit</td>
</tr>
<tr>
<td>G</td>
<td>(0 PTS) No Grade Assigned</td>
</tr>
<tr>
<td>X, XA, XB</td>
<td>(No Academic Value)</td>
</tr>
<tr>
<td>XC, XD</td>
<td>No Transfer Credit</td>
</tr>
<tr>
<td>PP</td>
<td>(No Academic Credit) Pass</td>
</tr>
<tr>
<td>FF</td>
<td>(No Academic Credit) Fail</td>
</tr>
<tr>
<td>AU</td>
<td>(No Academic Value) Audit Class</td>
</tr>
</tbody>
</table>

Refresher courses taken after November 7, 2016 are assigned this grade.
Standards of Satisfactory Academic Progress

All students must meet the Standards of Satisfactory Academic Progress (SAP) policy in order to stay enrolled as a student at American National University and to retain eligibility for Federal Student Aid. SAP is determined by measuring both a student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of their academic program. Below are the minimum standards of SAP that students must meet. American National University requires that all courses be successfully completed in order to graduate from the program. A student’s academic progress status is reviewed each term both for CGPA and rate of completion, and it is reported to students through their online portal account.

SAP Calculation

Repeated Classes – only the highest grade will count in the CGPA calculation. All course attempts count toward rate of completion.

Incomplete Classes – if a student receives a W for an incomplete course, the attempt counts toward rate of completion, but the W will not be calculated in CGPA. If a student received a WP or WF grade with an academic point value of 0, these courses count towards both CGPA calculation and rate of completion.

Transfer credits - if a student transfers credits into the institution for the program in which they are enrolled, those credits will count for both CGPA and rate of completion.

Maximum Time Frame

All students must complete their program in a period not exceeding 1.5 times the normal length of the program. For example, in a program which requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5 x 60).

A student will become ineligible to receive Title IV funds at the point where it becomes mathematically impossible for the student to complete the program within 150% of the maximum timeframe.

Students will be evaluated at the points listed below based on the number of credit hours required in their program of study:

24-Credit Hour Program:

Students who have attempted 1–12 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.

Students who have attempted 13-23 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.

Students who have attempted 24 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

32-credit Hour Program

Students who have attempted 1-17 credit hours must have a CGPA of 1.0 and have successfully completed one-fourth of the hours attempted.

Students who have attempted 18-31 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.

Students who have attempted 32 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

36-Credit Hour Program:

Students who have attempted 1–17 credit hours must have a CGPA of 1.0 and have successfully completed one-fourth of the hours attempted.
Students who have attempted 18-35 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.

Students who have attempted 36 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

**48-Credit Hour Program:**

Students who have attempted 1-23 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 24-47 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.*

Students who have attempted 48 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

**60-Credit Hour Program:**

Students who have attempted 1-23 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 24-35 credit hours must have a CGPA of 1.0 and have successfully completed one-fourth of the hours attempted.

Students who have attempted 36-59 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.*

Students who have attempted 60 or more credit hours must have a CGPA of 2.0 and completed two-thirds of the hours attempted.

**96-Credit Hour Program:**

Students who have attempted 1-35 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 36-47 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.*

Students who have attempted 48-71 credit hours must have a CGPA of 1.75 and have successfully completed one-half of the hours attempted.**

Students who have attempted 72 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.***

**180-Credit Hour Program:**

Students who have attempted 1-35 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 36-47 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.*

Students who have attempted 48-71 credit hours must have a CGPA of 1.75 and have successfully completed one-half of the hours attempted.**

Students who have attempted 72 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.***

* At the end of the first academic year (36 credits) a student must have a CGPA of 1.5.

** At the end of the second academic year (72 credits) a student must have a CGPA of 1.75.

*** At the end of the third and fourth academic year (136 and 144 credits)

**Rate of Completion**

A student will become ineligible to receive Title IV funds at the point where it becomes mathematically impossible for the student to complete the program within 150% of the timeframe.
Financial Aid Warning as a Regular Student

As required by the Department of Education, if these minimums are not met, a student may continue as a regular student on financial aid warning for one term and continue to be eligible for financial aid. Students will meet with their Campus Director to complete the SAP advising form which will outline the courses that students need to complete to successfully meet SAP. After this one term of financial aid warning, the student's CGPA and percentage of successful completion must be at least as required at the evaluation point. If these standards are not met, the student will be dismissed as a regular student.

Dismissed as a Regular Student (Financial Aid Denial)

As required by the Department of Education, a student not meeting these requirements for a second consecutive term will be dismissed as a regular student from the institution and will receive official notification of this status change in writing. Such a student is in financial aid denial status and would therefore not qualify for federal financial aid upon his or her re-entry into the institution, unless the following appeal process takes place.

Institutional Dismissal Appeal Procedures

A student may appeal his or her dismissal status by submitting the Dismissal Appeal Form to the Campus Director. The Campus Director will submit the form to the chairperson of the Academic Review Committee. The student must submit the Dismissal Appeal Form (available from Student Services) by the fifth week of the term to be considered for re-entry into the following term. This should include any mitigating or special circumstances such as illness, military service, etc. that may have contributed to not meeting SAP satisfactory progress. If the committee approves for the student to return, the student will be placed on Financial Aid Probation for one term and can receive financial aid for that term. The student will be advised to repeat courses failed to bring his or her CGPA and percentage of successful completion to the minimum progress requirements. If after this term the student does not meet the Standards of Satisfactory Academic Progress (SAP), the student will be dismissed. A student making SAP after this term will continue as a regular student.

Reinstatement Following Institutional Dismissal

Students dismissed from the institution for failing to make satisfactory progress will normally sit out for one term before being readmitted. After the student has been approved to return to the institution by the Academic Review Committee will make the determination if a student may return. Students will be required to meet with their Campus Director to complete the SAP advising form which will outline the courses that students need to complete to successfully meet SAP. Once these minimum progress requirements have been met, he or she can continue as a regular student. The student must make satisfactory academic progress in their returning term or they may be dismissed.

Leave of Absence

A leave of absence has no effect on the student's standards of progress. However, a leave of absence will have an effect on financial assistance and will extend the program completion time.

Withdrawals

A course from which a student has withdrawn and received a "W" grade will not affect the student's CGPA. The course hours will, however, be added into hours attempted for the purpose of evaluating the student's maximum time frame for completion and successful course completion.

Courses from which a student has withdrawn and received a "WP" or "WF" grade will affect the student's CGPA as well as their maximum time frame for completion and successful course completion.
Course Incompletes
A student receiving an “I” (incomplete) has 30 days after the start of the next term to complete their final exam. For the period of time the student has received an “I” grade it will affect the student’s CGPA as well as their maximum time frame for completion and successful course completion. After completion of their final exam, a letter grade is assigned and calculated into the student’s overall CGPA. A student not completing their final exam will receive a “0” for the exam, and it will be calculated into their final grade. (See “Grading and Quality Point System” on page 25.) The final grade will affect the student’s CGPA as well as their maximum time frame for completion and successful course completion.

Repetitions
See page 24 of catalog.

Non-Degree Credit Courses (Preparatory Courses)
Preparatory courses (Math, English, and Computer Literacy) are calculated into the student’s overall grade point average and the student’s maximum time for completion and successful course completion. However, the courses do not count toward completion of the individual program requirements. Students required to take preparatory courses will have their time for completion extended, and a tuition fee for the preparatory courses will be charged. (See “Tuition Fees and Charges” on page 46)

Change Programs and Additional Degrees
For students who change and/or earn additional degrees, only those credits attempted and grades earned that count toward the student’s new program of study will be included in the determination of the student’s satisfactory academic progress.

Application of Standards
These satisfactory progress standards apply to all students whether part-time or full-time.

Graduation
In order to graduate, a student must successfully complete 100% of the total required credits and shall obtain a minimum overall CGPA of 2.0. The time for completion of the program shall not exceed 1.5 times the normal credits required to complete the program.

The course graduation requirements are set forth in connection with each program offered by the University and are listed elsewhere in the catalog. (See “Career Programs” on page 64-123)

In order to be eligible for graduation, the student must complete all courses outlined in the program with the required number of credits. Additionally, students enrolled in the Bachelor’s program must complete a minimum of 56 credit hours after enrollment in the Bachelor’s program.

In all cases, students are responsible for ensuring that they satisfy the necessary requirements with appropriate course-work to qualify as graduates and participate in the graduation ceremony. All requirements must be completely satisfied, including the completion of all externships and all required courses, before students are allowed to walk in the graduation ceremony.

Candidates should be present at their annual commencement exercises. Exceptions may be made at the discretion of the University. The graduation fee, as outlined, is still the responsibility of the student, regardless of whether or not he or she attends the commencement ceremony. The graduation fee will only be charged once in a three-year period for all degrees earned in that time period.

Graduation with honors from Diploma, Associate’s, and Baccalaureate degree programs is the meeting of all requirements for graduation, plus the attainment of a certain cumulative grade point average. For the distinction of “High Honors,” a student must graduate with a CGPA...
between 3.75 and 4.0. The distinction of “Honors” is awarded to a student who graduated with a CGPA between 3.50 and 3.74.

**Transfer of Credit**

The grade of a “T” or “X” has no effect on the student’s overall grade point average. Effective December 7, 2007, the “T” grade does have an effect on the hours attempted and successful completion for the purposes of Standards of Academic Progress. A grade of “TA,” “TB,” “TC,” and “TD” does have an effect on the student’s overall grade point average, hours attempted and successful completion of courses for the purposes of Standards of Academic Progress. See section “Quality Point System” for point value of the assigned grades.
Administrative Policies

Conduct/Dismissal Policy

Students are expected to conduct themselves with the same standards of behavior as are required in the workplace and in the community at large. Any behavior that is disruptive to the academic environment is strictly prohibited. The University expressly prohibits harassment of employees or students on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Harassment undermines University morale of the entire community and our commitment to treat each other with dignity and respect. In general, any behavior that infringes on the rights of privacy, safety, personal enjoyment, or use of the University as an academic institution is strictly prohibited. This includes but is not limited to conducting:

- By students, faculty, or staff who use language or behavior that is detrimental to and disruptive within the classroom environment.
- That interferes with the well-being of fellow students and/or faculty and staff members.
- That includes any type of sexual harassment or sexual violence towards members of the University community on or off campus.
- That causes damage to the appearance or structure of the University facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students, faculty and staff that use University networks to access the internet to visit or view sites that violate copyright/intellectual property or other suspicious/illegitimate activity. (This includes, but is not limited to, viewing pornographic images, illegal file sharing such as downloading of music/videos, and other actions outlined in the Code of Computing Conduct policy.)

The University reserves the right to take disciplinary action compatible with the interests of the student body, staff, faculty, and University. Such disciplinary action may include, but is not limited to, the following possible actions:

- Suspension from participation in a specific course for a specific period of time;
- Suspension from participation in all courses for a specific period of time;
- Reassignment to a different course section;
- Withdrawal from enrollment in a specific course or all courses due to failure to meet minimum attendance requirements as a result of a suspension;
- Withdrawal from enrollment in a specific course as a result of dismissal from that course;
- Referral to legal authorities;
- Withdrawal from enrollment at the University as a result of dismissal from the University.

Students may appeal any disciplinary action taken pursuant to this conduct policy by filing a grievance in accordance with the University’s grievance policy.

Dress Policy

All members of the American National University community are asked to observe basic standards regarding appropriate dress. These standards are based on principles of neatness, cleanliness, and tasteful modesty for an academic setting. We frequently have business people and guests on campus; many of these people are potential employers. We wish their opinion of our general student population to be completely positive.
An American National University student should always be neat and presentable. His or her hair style should be kept neat and clean. Shorts may be worn providing the hemline is not excessively short. Jeans are acceptable as long as they are clean and in good condition. In general, any dress that is considered inappropriate for an academic setting is also prohibited. Staff and faculty members may enforce this dress policy as necessary.

When special events are scheduled, such as Career Fairs, official visits by dignitaries, etc., more formal business dress is appropriate and recommended.

Some programs may have a dress code for specific courses.

**Sexual Misconduct Policy**

American National University recognizes the seriousness of inappropriate sexual behavior and it believes that it is the responsibility of the University to provide our employees and students with an environment that is free from harassment. The University expressly prohibits harassment of employees or students on the basis of gender. This policy directly aligns with our Non-Discrimination policy to admit, instruct and evaluate students, and to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

The University has established certain procedures it will follow upon the report of an incidence of domestic violence, dating violence, sexual assault, stalking, or other violation. These procedures are set forth in the university’s grievance policy. If an institutional conduct proceeding arises from an incident report, the university will make appropriate judgments based on the preponderance of the evidence.

It is a violation of policy for any member of our University community to engage in sexual harassment and it is a violation of policy for any member of the University community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for American National University.

**Definitions**

Sexual harassment is unwelcome conduct of a sexual nature, and can include unwelcome sexual advances, requests for sexual favors, stalking and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement,
2. Submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch.

Sexual Violence is any sexual act that is perpetrated against someone’s will. Sexual Violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, domestic violence, dating violence, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative
response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements;
7. Stalking
8. Physical conduct, such as: touching, assault, or impeding or blocking movements.
9. Dating violence, domestic violence, and abusive sexual contact.

American National University provides educational programming to students and staff regarding the awareness of and prevention of domestic violence, dating violence, sexual assault, stalking and other inappropriate and/or criminal sexual behaviors. Such programming is provided to new students as part of the orientation process and to staff and students throughout the year. The educational program includes:

**Victims’ Rights Under Sexual Harassment Policy**

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes.

**Grievance Policy**

The institution has adopted an internal grievance procedure for prompt resolution of student complaints, including allegations of discrimination on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

Any student who has a complaint should address it as follows:

1. A complaint should be filed in writing with the Academic Dean with responsibility for the program of study in which the student is enrolled. The complaint should contain the name, address, telephone number, and email address of the student filing the complaint, a brief description of the circumstances giving rise to the complaint, and written statements from all other persons involved in the complaint who wish to be heard. The complaint should be filed by email to StudentAcademicAppeal@an.edu.

   a. A complaint should be filed within thirty (30) days of an alleged incident or one (1) week after the complainant becomes aware of the circumstances giving rise to the complaint, whichever is later.

   b. The Academic Dean will investigate the complaint, making a determination, and take such action as he or she deems appropriate within 10 days of receiving the complaint.
2. If the complainant is not satisfied with the determination or action of the Academic Dean, he or she may make a written appeal within thirty (30) days of the determination or action of the Academic Dean to the Executive Vice President for Academics for complaints which relate to academic issues, or to the Executive Vice President for Operations for all other complaints. The appeal should be filed by email to FormalGrievance@an.edu.

   a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the Academic Dean to be in error.

   b. The respective Executive Vice President will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.

3. If the complainant is not satisfied with the determination or action of the Executive Vice President, he or she may make a written appeal within thirty (30) days of the determination or action of the respective Executive Vice President to the President of the University. The appeal should be filed by email to FormalGrievance@an.edu.

   a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the Academic Dean and the respective Executive Vice President to be in error.

   b. The President will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.

Sexual Misconduct Grievance Procedures

In addition to the general procedures set forth above, the institution is required by Title IX of the U.S. Code, the Violence Against Women Act, and Department of Education regulations to establish specific procedures in the event of complaints involving gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking.

1. Definitions.

   a. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Some examples of sexual harassment include, but are not limited to:

      i. physical assault;
      ii. unwanted sexual advances, requests for sexual favors or propositions of a sexual nature;
      iii. direct or implied threats that submission to sexual advances is a condition for employment, promotion, good grades, recommendations, etc.
      iv. unwelcome verbal or physical conduct of a sexual nature which an individual regards as undesirable or offensive, including, but not necessarily limited to, sexually explicit jokes, statements and questions or remarks about sexual activity or experience.

   b. Sexual Violence is any sexual act that is perpetrated against someone’s will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.
2. Complaint or Allegation of Sexual Violence or Misconduct.

Any individual who believes they have been subjected gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking is strongly encouraged to report such occurrence. A report should be filed in writing with the Title IX Coordinator. S/he may be contacted by mail at 1813 East Main Street, Salem, Virginia 24153, by email at TitleIXCoordinator@an.edu., or by telephone at (540) 769-8200.

a. Upon receiving a report, American National University (“the University”) will respond promptly, equitably, and thoroughly.

b. A student or employee who reports an incidence of prohibited activity, whether the offense occurred on or off campus, will be given a written explanation of his or her rights and options. Victims of sexual offenses are strongly encouraged to examine all options available to them.

c. Victims wishing to confidentially report an offense for inclusion in the annual security report should go to the Anonymous Reporting of Crime web address: http://www.an.edu/documents-library/about/consumer-disclosure/crime-tip/.

d. In addition, the University will take steps to prevent the recurrence of the alleged sex and gender-based misconduct and correct its effects, as appropriate.

e. Individuals reporting criminal acts of sexual or gender-based misconduct may also choose to file a report with the local authorities. The University system and police/legal system work independently from one another. Individuals can file reports with the University, or with local authorities, or with both systems. If requested, the Title IX Coordinator may assist in the notification of local law enforcement authorities if the victim so chooses. Similarly, the victim may choose to decline such a notification.

3. Retaliation

Any attempt by a member of the University community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is prohibited. Any person who believes that he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of policy and will be subject to the appropriate discipline process.

4. Interim Measures

During the investigation and until resolution of the matter, interim measures may be issued, including but not limited to: restrictions on contact between the Complainant and the Respondent, bans from areas of campus, and/or appropriate changes in academic or employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

5. Preservation of Evidence

It is important to preserve evidence (if applicable) of the offense as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, stalking, or in obtaining a protection order.

6. Evidentiary Standard

The Title IX Coordinator will decide, based on a preponderance of the evidence, whether there has been a violation of any sex and gender-based misconduct policies upon a complete review of the investigative report and materials. Preponderance of evidence means that the Coordinator is convinced based on the information provided that a violation of policy was more likely to have occurred than not have occurred.

7. Determination

The Coordinator will render a prompt, fair, and impartial investigation and resolution and issue a
decision within fifteen (15) business days following the delivery of the investigative materials. To ensure fairness, the Title IX Coordinator shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking along with how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If the Coordinator determines that a violation has occurred, they will then determine the appropriate sanctions in consultation with the University’s Legal Counsel. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, University safety concerns and any other information deemed relevant.

Once a decision has been made, both the accuser and the accused shall be simultaneously informed, in writing, of the outcome, the procedures for both the accused and victim to follow to appeal the results of the decision, any change to the decision that occurs prior to the time that the results become final, and when the results become final.

8. Potential Remedies and Sanctions

Faculty, staff or administrators who are found in violation of any sexual or gender-based misconduct policy are subject to disciplinary action, up to and including termination.

Students are subject to disciplinary action, up to and including dismissal. Remedies may include reassignment of work duties or location; reassignment of class meetings; restrictions on contact with Complainant; access restrictions to College property and/or events, disciplinary probation, or dismissal.

Guests and other persons who are alleged to have engaged in sex or gender-based misconduct are subject to corrective action, which may include removal from campus, ban from campus, and/or termination of contractual arrangements.

Vendors or other agencies in contract with the University will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all University properties and may also be subject to action deemed appropriate by their respective employer.

9. Sources of Counseling, Advocacy, and Support

The University's primary concern is with the health, safety, and well-being of the members of the community. If you or someone you know may have experienced any form of gender-based misconduct, we urge you to seek immediate assistance.

Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.

Title IX Coordinator – (540) 769-8200
New York—Region II
32 Old Slip, 26th Floor
New York, NY 10005
Telephone: 646-428-3800
Email: OCR.NewYork@ed.gov

U.S. Department of Justice, Office on Violence Against Women http://www.ovw.usdoj.gov/

Additional Avenues of Resolution

Grievances that are unable to be resolved within the University may be addressed to the State Council of Higher Education of Virginia (SCHEV) in writing at 101 N. 14th St., 10th Floor, Richmond VA 23219 or by phone at 804-225-2600 or through the web at http://www.schev.edu. The University’s accreditor, The Accrediting Council for Independent Colleges and Schools, may also be contacted at 750 First Street, NE, Suite 980, Washington, DC 20002, (202) 336-6780.

In addition to the above, the student may submit a complaint to the approval or licensing authority in their home state using the contact information below.

Florida Students: Commissioner for Independent
Education, 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, cieinfo@fldoe.org.


Louisiana Students: Board of Regents, 1201 Third St., Suite 6-200, Baton Rouge, LA 70802, (225) 342-4253.


Ohio Students: Ohio State Board of Career Colleges and Schools, 30 East Broad St., Suite 2481, Columbus, OH 43215, (614) 466-2752 or (877) 275-4219.


Maryland students who wish to express a complaint or grievance about the institution should follow the grievance policy stated in the catalog. The University is subject to investigation of complaints by the Office of the Attorney General and/or the Maryland Higher Education Commission. Complaints may be directed to: Maryland Attorney General, Consumer Protection Division, 200 St. Paul St. Baltimore, MD 21202 – Telephone 410-528-8662/888-743-0023.

Campus Security

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the University makes available to current students, prospective students, employees, and prospective employees information about campus safety policies and procedures and statistics concerning whether certain crimes took place on campus. The latest report is posted on the campus bulletin board devoted to official notices, and is available upon request by contacting the Campus Director’s office through the address of the campus the student is attending or planning to attend, or by writing to the University administrative office.

In summary, the report indicates the incidence of crimes at the individual campuses of American National University are very low or nonexistent for all of the reportable years. However, any incident is a cause of concern to the University. Therefore, students, faculty, and staff are encouraged to report any crimes or suspected crimes to the Campus Director, who will immediately notify the appropriate local law enforcement agency. In the absence of the Campus Director or other official, or in lieu of notifying them, the individual should directly notify the local law enforcement agency.

Tobacco Policy

All American National University campuses are entirely tobacco-free environments, including all inside spaces and external grounds. This prohibition includes any form of tobacco product or surrogate tobacco product, such as cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, or smokeless tobacco.

Substance Abuse Prevention Program

American National University/National College (the “College”) is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the College community. The abuse of alcoholic beverages, drugs, intoxicants, or other
controlled substances (“substance abuse”) poses a direct and significant threat to this goal. Substance abuse can, among other things, impair thinking, reading, comprehension and verbal skills, produce mood swings, panic, and violent and bizarre behavior, and result in loss of physical control or death.

In an effort to create and maintain a campus environment free from such substance abuse, the College established its substance abuse prevention program. The program is consistent with the applicable sections of Federal Regulations 34 CFR Part 84 (Drug-Free Workplace) and Part 86 (Drug and Alcohol Abuse Prevention), and is set forth for students and employees alike. It consists of two primary parts. First, the College developed this Substance Abuse Prevention Program disclosure (the “Substance Abuse Disclosure”), which includes detailed information on a wide range of topics relating to substance abuse, including standards of conduct, institutional and legal sanctions, health risks, prevention, and treatment options. Second, the College put into place a set of policies designed to ensure that the Substance Abuse Disclosure is widely distributed and discussed, and that the effectiveness of the disclosure and distribution protocols is subject to periodic evaluation.

The College believes that the benefits of its substance abuse prevention program are manifold. The program provides the College community with critical information and resources relating to substance abuse, and implements standards, policies, and procedures that foster a healthy environment for students and employees alike. The program also serves to ensure our continued reputation and quality of service, to protect the College’s property and operations, and to enhance the safety of the general public.

**Attendance Policy**

American National University feels our students interests will be best served by maintaining the same attitude towards coursework that is required for a career. Therefore, regular attendance will be expected as a necessary part of the student’s career training. Consistent attendance frequently means the difference between success and failure. The importance of regular attendance cannot be overemphasized. Experience indicates that there is a direct relationship between grades and attendance.

The following attendance policies were developed in order to provide allowances for medical problems, personal, or other emergencies that may occasionally arise. As with all absences, it is the responsibility of the student to make up or learn any missed material. No additional burden is required of the instructional staff toward any student who misses scheduled classes.

One instructional hour equals a 50-minute period. Students should be aware that faculty and/or staff have no authorization to vary from these attendance policies. Concepts such as “excused” or “unexcused” have no relevant bearing on the allowable absences permitted by these policies. In the unlikely event an instructor is absent and no substitution is provided, a make-up session during the same term will be provided for the student.

The student must have positive attendance posted for a class by the second calendar week of the term or the student may be dropped from the class.

Attendance is posted to the administrative software for each class each term. Students have up to 90 days from the last day of the term to dispute any attendance for that term. In order to receive academic credit for a class from which a student was dropped due to lack of attendance, the student will be required to retake the class. See the Campus Director for any attendance issues.

Note: The University monitors attendance using both the Class Hours Missed and Consecutive Days Missed policies. Students are withdrawn from the University at the point they fail to meet the requirements of either policy.
Policy I: Class Hours Missed

Any absences above and beyond the numbers stated will result in the student being automatically withdrawn from class.

- Students taking classes that meet for four hours per week may only miss a total of 14 instructional hours per term. Students who are absent more than 14 hours will be automatically withdrawn from the class.
- Students taking classes that meet for five hours per week may only miss a total of 17 instructional hours per term. Students who are absent more than 17 hours will be automatically withdrawn from the class.
- Students taking classes that meet for six hours per week may only miss a total of 20 instructional hours per term. Students who are absent more than 20 hours will be automatically withdrawn from the class.
- Students taking classes that meet for seven hours per week may only miss a total of 24 instructional hours per term. Students who are absent more than 24 hours will be automatically withdrawn from the class.
- Students taking classes that meet for eight hours per week may only miss a total of 26 instructional hours per term. Students who are absent more than 26 hours will be automatically withdrawn from the class.
- Students taking classes that meet for eight-and-a-half hours per week may only miss a total of 28 instructional hours per term. Students who are absent more than 28 hours will be automatically withdrawn from the class.

Policy II: Consecutive Days Missed

After missing 14 consecutive days (including weekends), the University will contact the student to determine the student’s intentions. The student will inform the University that their intention is to return to class(es) or not return to class(es). Students who do not intend to return will be withdrawn from all classes immediately. If the student informs the University that they plan to return to class(es), the student will inform the University of the date they plan to return. If this date does not exceed the number of allowable absences according to the Class Hours Missed policy, the student may return on that date. If the student does not attend on that date, the student will be withdrawn from all class(es).

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records for review, unless, for reasons such as great distance, it is impossible for eligible students to otherwise review the records. Schools may charge a fee for copies.

Additionally, eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading or otherwise in violation of the student’s privacy rights. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Requests regarding any of the activities described above must be made in writing to the Student Services Office. American National University makes the following forms available in the Student Services Office for these purposes – “Student Request to Review, Change or Receive a Copy of Education Records,” and “Student Request for Formal Hearing to Change Education Records.”

Generally, schools must have written permission from an eligible student in order to release personally identifiable information from that student’s education record.
However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR 99.31).

Accordingly, it is the policy of American National University to release information to these parties:

- American National University school officials with legitimate educational interest;
- Other educational institutions that have requested the information and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State Law;
- To persons or agencies requesting “directory information” (see below);

American National University faculty, staff, and certain agencies to which American National University outsources institutional services who may require information from a student’s education record in order to carry out their official duties. They are considered school officials with legitimate educational interest in those cases.

Students wishing to provide consent of release of their information to a party other than those listed above should complete form “Identity Authentication Process and Student Consent to Disclose Records,” available in the campus Student Services Office.

Schools may disclose "directory" information without consent. Directory information is defined by American National University as a student’s name, address, telephone listing, electronic mail address, photograph, date of birth, place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities, degrees, honors, awards received and the most recent institution attended. However, schools must tell eligible students about directory information and allow them a reasonable amount of time from the date of the notification to request that the school not disclose their directory information. American National University makes such notification annually, allowing students 10 business days from the date of the annual notification to request that the school not disclose directory information. Additionally, students may make a request related to the release of their directory information at any time by submitting a written request to the Student Services Office. The “Directory Information” form, available in the campus Student Services Office, may be used for this purpose.

Eligible students who believe that the school has failed to comply with the requirements of FERPA may file a complaint with the Department of Education at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Refresher Privileges

In an effort to keep our graduates’ skills and training up to date, it is the policy of the University to permit its graduates to return to the University at any time to retake courses in their respective field. There is no tuition fee to graduates for this benefit, however they will be responsible for any book costs.

Schools may disclose “directory” information without
Changing Programs

Students who wish to change their program of study must make a written request using the Student Request form. Such requests are reviewed and approved by the Campus Director. There will be no charge for the first program change. A fee of $175 will be charged for each additional program change. The fee is due prior to the program change taking effect. Payment of the fee is by cash, check, or credit card. Students should be advised that any change to their program may delay their graduation date. Any additional financial obligation incurred is the responsibility of the student.

The University reserves the right to change or discontinue any program or instruction at any time it deems advisable. Every effort is made to ensure that student objectives are not disturbed if such a change occurs.

Withdrawal

The University reserves the right to at any time require the withdrawal of any student. Any student determined to be unwilling to abide by university rules, regulations or policies may be dismissed and withdrawn from enrollment at the University. Any student so dismissed may appeal his or her dismissal by filing a grievance in accordance with the University’s Grievance Policy set forth on page 34 of this catalog.

Refunds and Adjustments

Students should meet with an administrator prior to withdrawing. In many cases, an exit interview is required. A student shall be financially obligated for tuition charges once he or she has completed all of the following enrollment steps:

1. has made application and has been accepted for admission by the University;
2. has accepted a schedule of classes for the academic term; and
3. has attended any regularly scheduled sessions.

If a student discontinues attendance before the expiration of the period for which tuition has been paid or obligated, and notifies the University of his or her intent to withdraw, the official date of withdrawal is the day the student discontinued classes. If the student registered for classes but did not attend class, the official date of withdrawal is the date of registration.

Refunds shall be made within 30 days of official withdrawal or 30 days of the date of determination of withdrawal if a student does not officially withdraw. In all instances, the refund shall be based on and computed from the last day of attendance.

Refund Calculations Procedures

The enrollment period is based on the number of days in the term, beginning on the first day of classes and ending on the last day of the term, including all periods of examination. A student who withdraws from one or more classes and is still enrolled in at least one class does not receive a refund of any portion of the classes from which he or she withdraws.

1. Refund Policies

A. Refund Policy (for all students attending a campus in Tennessee, Virginia, and West Virginia)

A student who discontinues his or her studies prior to the end of a term for which he or she is obligated will receive a refund in accordance with the following schedule:

1. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of $100;

2. If after classes have commenced and before expiration of 10% of the period of enrollment for which he or she was charged a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 75% of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of $100;
3. If after expiration of 10% of the period of enrollment for which he or she was charged and before expiration of 25% of the period a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 25% of all amounts paid or to be paid by or on behalf of the student for the period, less an administrative fee of $100;

4. If after expiration of 25% of the period of enrollment for which he or she was charged a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will be obligated for 100% of the tuition, fees and other charges assessed by the institution.

B. Refund Policy (for all students attending a campus in Ohio and Ohio residents attending ANU online).

1. A student who starts class and withdraws during the first full calendar week of the quarter shall be obligated for 25% of the tuition and refundable fees for that academic term, plus the registration fee.

2. A student who withdraws during the second full calendar week of the academic term shall be obligated for 50% of the tuition and refundable fees for that period, plus the registration fee.

3. A student who withdraws during the third full calendar week of the academic term shall be obligated for 75% of the tuition and refundable fees for that period, plus the registration fee.

4. A student who withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

2. Return of Title IV Funds

If a student discontinues his or her studies prior to completing 60% of the term for which he or she has received Title IV financial aid funds, federal regulations require that the University and/or the student return Title IV funds which have not been earned for that term. Generally, Title IV funds are earned at the same percentage as that percentage of the term which was completed as of the student’s last date of attendance. Unearned funds must be returned within 45 days even if such a return results in a balance due to the University from the student for tuition, fees or other charges which had originally been paid by those Title IV funds. In some circumstances, a student may receive a post-withdrawal disbursement of Title IV funds for which the student was eligible on or before his or her last date of attendance.

Order of Return of Title IV Funds and Title IV Overpayments

In the event that federal regulations require the University to return unearned Title IV funds, such funds will be returned in the following order:

1. to unsubsidized Direct Stafford Loans
2. to subsidized Direct Stafford Loans
3. to Federal Perkins Loans
4. to Direct PLUS Loans
5. to Federal Pell Grants
6. to Federal SEOG Program
7. to other Title IV, HEA Programs

In the event that federal regulations require a student to return unearned Title IV funds, such funds are to be returned to the appropriate source in the order listed above, except that Title IV overpayments due to the federal loan programs are to be made in accordance with the terms of the promissory note. Students who are required to return unearned Title IV funds and who do not do so may lose eligibility for subsequent financial aid.
How Earned Financial Aid is Calculated:
The amount of federal financial aid a student earns is determined on a pro-rated basis. The Financial Aid Office uses the following Department of Education formula to determine the percent of unearned aid that has to be returned to the federal government:

A. For Students in Credit Hour Programs:
   • The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 consecutive days long.)
   • The payment period for most students is the entire term. This is true even if the institution cancels a class or withdraws a student due to lack of prerequisite or other reason.
   • The percent unearned is equal to 100 percent minus the percent earned.
   • If more than 60% of the payment or semester has been completed by the student, no Title IV aid is required to be returned

Official Withdrawals: A student’s withdrawal date is the last day of attendance, determined once the school receives notice from the student that they are withdrawing.

Unofficial Withdrawals: A student’s withdrawal date is their last day of attendance. The school’s determination that a student is no longer in school for unofficial withdrawal is determined after 3 weeks of non-attendance.

3. Order of Refunds
   If a credit balance exists on a student’s account after funds have been returned due to the application of the Return of Title IV Funds Policy, or if a refund is payable due to the application of the institution’s Refund Policy, any such credit balance or refund will be paid as set forth below:
   1. Any amount attributable to the student will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.
   2. Any amount attributable to institutional loans, grant, or scholarship programs shall be paid to such programs, up to the amount received for the enrollment period from which the student withdrew.
   3. Any amount attributable to Title IV fund sources will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.
   4. Any amount attributable to state grant or scholarship programs will be paid to such programs, up to the amount received for the enrollment period from which the student withdrew.
   5. Any amount attributable to private or corporate grants or scholarships will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew, unless directed otherwise by the source of the funds.
   6. Any amount attributable to federal job development, workforce investment, vocational rehabilitation, or similarly purposed sources will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.
   7. Any amount attributable to sources other than those listed above will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.

4. Examples of the implementation of these refund policies are available upon request by writing to:
   University Refund Examples, P.O. Box 6400, Roanoke, VA 24017.
5. **Refund Procedures**

Students should make application for refunds by contacting the Campus Director or campus Student Services Office and completing a withdrawal form as soon as they become aware that they must withdraw. The student should note his or her date of withdrawal on the form. The submission of this form by the student will initiate the refund process. If a student does not officially withdraw, the University will initiate the withdrawal process when it is apparent by the student’s absences that he or she has withdrawn. The refund policy as stated in the catalog will be implemented in the event of both official and unofficial withdrawals.

6. **Students are obligated to pay their tuition, fees and other institutional charges on or before the first day of class.**

If a student expects to receive federal, state, or other financial assistance but ultimately does not receive that assistance, the student is obligated to pay unpaid charges remaining for that period of enrollment.

**Veterans Administration Refund Procedure**

The refund policy for a student enrolled under the Veterans Administration in a diploma or an Associate’s degree program is in accordance with the standard Refund Policy of the University.

**Cost and Financial Planning**

A major concern of many students considering college is the cost: “Can I afford to go to college? Can I get help financing my college education?” Such students are pleased to discover that American National University is affordable! Through a comprehensive financial assistance program, American National University helps qualified students and their families apply for various types of assistance.

There are several kinds of financial assistance available – grants and scholarships, which do not have to be repaid; student loans, which must be repaid; and work study, which is part-time employment.

Many students find it helpful to meet with a campus Student Services representative when planning how to arrange funding for their education. During these meetings, each student is evaluated, privately and impartially, to determine the dollar amount that they and their family can be expected to contribute to their education, based on a federal formula developed for this purpose. This amount is called their “expected family contribution” (EFC). To determine the amount of funding for which a student may qualify, their EFC is compared to their cost of education, including tuition, fees, housing, meals, transportation, certain living expenses, books and supplies. Specific information as to the types of financial assistance available are discussed, as well as how to apply for each, and any relevant deadlines. In addition, students may refer to the section of this catalog titled “Types of Financial Assistance” for this information.

Payment arrangements must be made prior to the start of the term. This means that students on a tuition payment plan must make their first payment before the term begins. Students using federal funds and loans must have all paperwork completed and payments scheduled before the term begins. Students utilizing employer or other third-party tuition reimbursement plans must have a letter of contract on file that has been approved by the University for delayed payment.

American National University encourages students who are interested in learning more about the financial assistance application process to contact the Student Services Office at their local campus.
Tuition Fees and Charges

APPLICATION FEE: One-time, non-refundable application fee as follows:
- Diploma & associate’s degree programs: $0
- Baccalaureate programs: $0
- Master’s degree programs: $75

APPLICATION FEE – International Student - A one-time, non-refundable fee payable at time of application. $75

INTERNATIONAL PROCESSING FEE – Effective Term 175. A one-time non-refundable fee payable at time of application. $50

MATRICULATION FEE – Effective August 22, 2016 for all international students (those who are not U.S. citizens or resident aliens). A one-time, non-refundable fee payable prior to leaving their country. $250

TRANSFER FEE - a non-refundable fee for any international student transferring into or out of American National University. $250

STUDENT ACTIVITIES FEE – A term fee. This fee pays for a variety of student activities and services (charged to half-time and full-time students). $15

TECHNOLOGY FEE – A term fee (effective Term 159). This fee helps defray the cost of student’s use of technology on campus. $50 (This fee is not charged to a refresher enrollment.) Effective term 167: This fee will not be charged to student’s whose tuition increased. It will still be charged to TN students whose tuition did not increase.

UNDERGRADUATE TUITION – For all campuses (in-state, out-of-state, and international students) with the exception of Tennessee campuses and benefit receiving Veterans at any campus.
  - Full-time (16 credit hours): $6,592
  - Full-time (12 credit hours): $4,944
  - Per Credit Hour: $412

UNDERGRADUATE TUITION – For Tennessee campuses and benefit receiving Veterans at any campus.
  - Full-time (16 credit hours): $5,072
  - Full-time (12 credit hours): $3,804
  - Per Credit Hour: $317

UNDERGRADUATE TUITION – Effective Term 175 (June 26, 2017) For Tennessee campuses.
  - Full-time (16 credit hours): $6,592
  - Full-time (12 credit hours): $4,944
  - Per Credit Hour: $412

GRADUATE TUITION – Per term (in-state, out-of-state, and international students).
  - Full-time (8 credit hours): $3,536
  - Per credit hour: $442

PAST-DUE ACCOUNTS – A 1.5% monthly late fee, which is an annual percentage rate of 18%, may be made on all past-due accounts.

TRANSCRIPT FEE – (No charge for first copy) $5

PROGRAM CHANGE FEE – Students will be charged a program change fee with the second program change. This fee is due prior to the program change taking effect. Payment of the fee is by cash, check, or credit card. $175

GRADUATION FEES – Charges to cover the cost of the ceremony, diploma, cap and gown, invitations, and other expenses. This fee is charged to all graduates and is payable at the beginning of the final term. This fee is not contingent upon participation in the ceremony. $100

RETURNED CHECK FEE – $25

DUPLICATE ID FEE – $10

DIPLOMA REPRINT FEE – $50

TRANSCRIPT REQUEST FEE – A student’s account will be assessed for the costs incurred by the University for requesting and obtaining high school and university transcripts.

TEXTBOOK – The cost of books is estimated at $225 per class.
Additional Programmatic Charges

Medical Assisting:

PROGRAM FEE: Charged each term. Associate: $25, Certificate: $60

UNIFORMS: Ordered from online bookstore during MED202 (three sets of scrubs and a scrub jacket). $100

RMA (Registered Medical Assistant) CERTIFICATION FEE: Charged when registered for MED298. $120

The Hepatitis B Vaccine is optional for the Medical Assisting program and is the responsibility of the student.

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the university.

Students are provided with the opportunity to sit for the CMA Certification Exam. The cost of the exam is $125 and is the responsibility of the student.

Pharmacy Technician (Associate’s Degree):

PROGRAM FEE: Charged each term. $20

TN BOARD OF PHARMACY: Charged in the student’s first term. $85

UNIFORMS: Ordered from online bookstore during PTA170/178 (one lab jacket) and during PTA270/278 (one lab jacket). $50

CPhT (Certified Pharmacy Technician) CERTIFICATION FEE: Charged when registered for PTA288. $129

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the university.

Pharmacy Technician (Diploma):

PROGRAM FEE: Charged each term. $20

TN BOARD OF PHARMACY: Charged in the student’s first term. $85

UNIFORMS: Ordered from online bookstore during MED202 for three sets of scrubs and a scrub jacket. $100

CPhT (Certified Pharmacy Technician) CERTIFICATION FEE: Charged when registered for MED198/PTA288. $129

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the university.

Health Information Management:

PROGRAM FEE: Charged each term. $30

RHIT (Registered Health Information Technician) CERTIFICATION FEE: Charged when registered for HIT299. $90

The Hepatitis B Vaccine is optional for the Health Information Management program and is the responsibility of the student.

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the university.

Medical Billing and Coding:

PROGRAM FEE: Charged each term. $10

Students are provided with the opportunity to sit for the Certification Exam(s). The cost of these exam(s) can range from $150–$370 depending on the credentialing organization and the status of the individual, e.g., student member of the credentialing agency.

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the university.

Medical Office Professional (fees not applicable for 2017 version of this program):

NCMOA (National Certified Medical Office Assistant) CERTIFICATION FEE: Charged when registered for MOP299. $90

UNIFORMS: Ordered from online bookstore during MED202 for three sets of scrubs and a scrub jacket. $100

Information Technology Programs:

Network Support—Associate: CompTia A+, NET+ and MC SA (Microsoft Certified Solutions Associate) CERTIFICATION EXAMS. These charges are the responsibility of the student and are not paid through the university. $703 + Tax
Network Administration—Bachelor: Microsoft Exam 70-413 and Microsoft Exam 70-414 CERTIFICATION EXAMS. These charges are the responsibility of the student and are not paid through the university. $166+ Tax

**Surgical Technology:**

PROGRAM FEE: Charged each term. $25

CST (Certified Surgical Technologist) Certification Fee: Charged when student registers for SRG238. $247 (Includes AST membership study and exam as part of the Gold Bundle package.)

UNIFORMS: Ordered from online bookstore during SRG103 (three sets of scrubs and a scrub jacket). $100

Prior to enrolling in SRG120 the following immunizations and screenings are required and are the responsibility of the student and not paid by the university (estimated costs):

**Required Immunizations**
- Hepatitis B Series (3 injections) - $50-$65 per dose
- Pertussis and Tdap - $45

**Born After 1957**
- MMR x 2 (after 15 months of age) - $60-$75

**Born Prior to 1957**
- Rubella (laboratory evidence of immunity or record of immunization)
- Rubeola (laboratory evidence of immunity, record of immunization or history of disease)
- Mumps (proof of immunity by physician, receipt of vaccine after 15 months of age, laboratory evidence of immunity)

**Site Specific**
- Varicella (chickenpox) or proof of chickenpox - $100
- Influenza vaccine - $15 - $40

**Required Screening**
- Tuberculin (PPD) test within six (6) months of clinical rotation or Chest x-ray with no indication of TB within one year of clinical rotation if positive PPD. - $30 - $60

**Phlebotomy and ECG Technician:**

PROGRAM FEE: Charged each term. $25

UNIFORMS: Ordered from online bookstore during PEC110 (three sets of scrubs and a scrub jacket). $100

National Certified Phlebotomy Technician (NCPT) Certification. $90

National Certified ECG Technician Certification. $90

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the university.

**Additional Costs — American National University**

The cost of attending the University is not limited to charges that appear on students’ university accounts. Additional costs will vary by individual, but the following estimates may be helpful for planning purposes. These figures correspond to those used to determine eligibility for federal and state financial aid for a full-time student for one academic year (3 terms) in the 2016–2017 year.

<table>
<thead>
<tr>
<th></th>
<th>STUDENTS WITHOUT DEPENDENTS, LIVING WITH PARENTS</th>
<th>STUDENTS OTHER THAN THOSE WITHOUT DEPENDENTS LIVING WITH PARENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$3,104-$3,632</td>
<td>$5,592</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,011 (all)</td>
<td>$2,011</td>
</tr>
<tr>
<td>Other Living Expenses</td>
<td>$1,976-$2,320</td>
<td>$3,568</td>
</tr>
</tbody>
</table>

**Financial Assistance Eligibility**

Students must establish and maintain satisfactory progress toward their educational objective in order to receive and retain eligibility for financial aid. This progress is measured according to the standards found in the Standards of Academic Progress section of this catalog.
The Standards of Academic Progress for financial assistance recipients are the same as those required of other students. Students denied financial assistance as a result of a failure to meet the published standards may subsequently have their assistance eligibility re-established by following the procedures as outlined by the Standards of Academic Progress.

Students who have not met the Standards of Academic Progress eligibility requirements for financial assistance as a result of involuntary military service, serious medical emergencies, personal disaster, or other like circumstances may appeal their case. This appeal should be made in writing to the Campus Director. The appeal will then be directed to the Academic Review Committee, which will act on the appeal.

Verification Policy

To ensure that students receive the correct types and amounts of federal financial aid, the Department of Education has established a procedure to verify the accuracy of information reported on students’ FAFSAs (Free Application for Federal Student Aid).

Verification documents are collected by American National University from students selected by the Department of Education and for additional students selected by the college. Such students must provide documentation supporting the answers to certain questions on the FAFSA to the Financial Aid Office (FAO). This documentation will be used to determine if corrections to the information reported on the FAFSA are required. The documentation required will include some or all of the following information:

1. 2015 income information for anyone required to report income on the FAFSA:
   - Dependent Students - the student and the student’s parent(s)
   - Independent Students - the student and the student’s spouse, if any (not required if student was separated as of the date the FAFSA is signed)

   Tax filers should provide this information by using the IRS Data Match available through FAFSA on the Web at www.fafsa.ed.gov. In many cases this satisfies the requirement to verify income; however, some situations may arise that require alternate documentation. Students should contact their campus FAO to discuss whether the use of the IRS Data Match is available to them.

   Non-tax filers (those who were not required to file taxes) should provide W2s to confirm the amount of their 2015 work income.

2. A 2016-17 Verification Worksheet, available through the FAO.

3. A statement signed by the student, and if the student is dependent, one parent, that indicates the receipt of SNAP funds by a member of the student’s or parent’s household in 2014 or 2015 (forms used for this purpose are available through the FAO).

4. Documentation of child support paid by the student, a student’s spouse or a student’s parent(s) in 2015.

5. Proof of the student’s secondary school completion, such as a high school diploma or transcript, a GED certificate or a state certificate or transcript for students who passed a state authorization examination that the state recognizes as the equivalent of a high school diploma, or, for those who completed secondary school in a homeschool setting, a copy of any state-required credential or a transcript from the parent or guardian. For students who completed secondary school in a foreign country, a copy of the “secondary school leaving certificate” or similar document, obtained from the appropriate government agency, may be used.

6. Proof of the student’s identification and completion of a Statement of Educational Purpose. Students taking courses exclusively online must submit a notarized Statement of Educational Purpose.

7. Proof of the amounts of untaxed income received in 2015.

A student selected for verification will be notified of his/her verification status and required documentation by their FAO. Students should provide the requested documentation to the FAO prior to the beginning of the award year (or by the earliest term of the award year for those with financial assistance for a prior year).
year in which he or she expects to be in attendance) whenever possible. Failing to comply with this schedule may result in a delay in the receipt of federal funding, or in some cases a loss of federal funding for the award year. The institution’s deadline for 2016-17 verification is September 23, 2017, or 120 days after the last day of the student’s enrollment, whichever is earlier. Note that this deadline applies to everyone selected for verification – including those who receive a filing extension from the IRS. Notwithstanding any IRS extension dates, taxpayers must file taxes and complete verification prior to the verification deadline in order to retain any federal financial aid received for the award year.

A student who is selected for verification, but fails to complete the process, will not receive federal financial aid. In addition, any information received by the college that appears to be potentially fraudulent or may indicate criminal misconduct will be investigated by the college. Any credible instances of such activity will be referred to the Office of Inspector General.

If, as a result of the verification process, a student must make corrections to some of the information on the FAFSA, the FAO will notify him or her of this requirement. ISIR Correction Forms are available in the FAO for this purpose. If a student’s financial aid award and Expected Family Contribution (EFC) change due to the verification process, the campus FAO will notify the student of the change(s) via a revised Financial Plan. Notification that a student has a revised Financial Plan takes place as soon as possible once it is determined that the award amount(s) have changed and is made using the method(s) most appropriate to the student’s situation, such as by mail, email, or in person. Changes to Financial Plans are typically discussed in person with enrolled students.

Rights and Responsibilities of Financial Assistance Recipients

Students who receive state or federal assistance have certain rights and responsibilities. A full understanding of these will place them in a better position to make decisions about their educational goals and how such goals may best be achieved. Students with questions about their rights and responsibilities should contact the Financial Aid Office or Campus Director for additional information.

Students have a right to know:
• The total “cost of attendance” for American National University for an academic year, including tuition, fees and estimated costs of personal expenses, housing, meals, books, supplies, and transportation
• The due dates for mandatory fees and the payment procedures for those receiving financial assistance
• The deadline for submitting applications
• How their financial need is determined
• How much of their financial need has been met
• The types and terms of financial assistance offered by the University
• The method the University uses to determine satisfactory academic progress
• The University refund policy for students who withdraw from the University

Students are responsible:
• To submit honest and accurate information concerning enrollment and family financial circumstances
• To adhere to all agreements signed in the course of applying for and receiving financial assistance
• To report changes to their enrollment status during the award period
• To promptly report to the University the receipts of any scholarships, grants, or loans awarded by organizations or agencies other than the University
• To become familiar with the deadlines for application, the terms of financial assistance received and refund policies for students who withdraw from the University.
• If transferring to American National University from another college, to request that the previous college(s) update the National Student Loan Data Service with updated enrollment and financial aid information
• To know student loan repayment terms and to abide by those terms as disclosed on the promissory note
• If awarded student employment, to perform the job in a satisfactory manner
International Students

Government-sponsored or Subsidized Programs

Programs sponsored or subsidized by the United States government are generally not available to foreign students. International students should consult their country’s consul or ambassador for educational benefits sponsored by their home country or obtain a private sponsor before departing for study in the United States.

Study Abroad

Although the institution has no study-abroad programs, in compliance with federal regulations (34 CFR Part 668.39 the following statement is made: A student enrolled in a program of study abroad is eligible to receive title IV, HEA program assistance if – the student remains enrolled as a regular student in an eligible program at an eligible institution during his or her program of study abroad; and the eligible institution approves the program of study abroad for academic credit.

Final Financial and Academic Transactions

All financial and academic transactions and financial awards between this University and students are considered final 12 months after a student’s last date of attendance (LDA). Any interruption of attendance of longer than five (5) months (two terms) will be a firm LDA for purposes of this policy. This policy does not apply if a financial or academic charge or adjustment is governed by a federal, state, or other controlling jurisdiction.

To Apply for Financial Assistance

Any student interested in attending American National University may apply for financial assistance. The types of financial aid offered at American National University are listed starting on page 52. In addition, students are encouraged to review the Department of Education document “Do You Need Money for College 2016-17” available via the Financial Aid link at www.an.edu. Students seeking financial assistance are scheduled by campus staff to meet with the Financial Aid Office and review all financing options. Students seeking to participate in federal and/or most state financial aid programs must complete the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov. Transfer students should contact the Financial Aid Office to determine if this step is necessary. Staff members in the Student Services Office are available to answer questions regarding the financial aid application process, student eligibility, and other financial aid-related matters.
Types of Financial Assistance

Federally Funded Grants

Federal Pell Grant
This program was established for undergraduate students with financial need who have not completed a first bachelor’s or graduate degree. Eligibility is determined according to a formula established by the federal government. Eligible full-time students may receive up to $5,815 for the 2016-17 award year. Eligible students who attend less than full-time or who attend less than the full award year are eligible to receive a reduced award. Students apply for this program by filing the Free Application for Federal Student Aid (FAFSA). The completion of the FAFSA results in the calculation of an Expected Family Contribution (EFC)*, which is used along with other factors to determine the student’s eligibility for this grant. These factors include the academic year structure of the University, the student’s enrollment status, and cost of attendance. Pell eligible students may receive no more than the equivalent of 12 semesters of full-time Pell disbursements during their lifetime. Additional eligibility requirements for future award years will depend on the federal rules in place at that time.

* An increased Pell amount is awarded to otherwise Pell-eligible children of soldiers whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, if the student was less than 24 years old when the parent or guardian died or was enrolled at an institution of higher education at the time of the parent or guardian’s death, and who has a Pell-eligible EFC other than 0.

Iraq and Afghanistan Service Grant
This program was established for non-Pell Grant eligible children of military personnel killed as a result of service in Iraq or Afghanistan after September 11, 2001, if the student was less than 24 years old when the parent or guardian died or was enrolled at an institution of higher education at the time of the parent or guardian’s death, and who meets all other criteria for Pell Grant eligibility. Awards are made under the same terms and conditions as for Pell Grant and disbursements are calculated in the same manner as for Pell Grants.

Federal Supplemental Educational Opportunity Grant
This program was established for undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant eligible students with the lowest Expected Family Contribution (EFC) figures (based on the federal formula). Awards are made in the amount of $100 for each term of the award year. Students apply for this program by filing the Free Application for Federal Student Aid (FAFSA) by the deadlines published each year (see below). No funds will be awarded to students who apply past these deadlines.

2016–2017 deadlines:

<table>
<thead>
<tr>
<th>Category</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Students as of 165</td>
<td>Nov. 7, 2016</td>
</tr>
<tr>
<td>New Students in 165 and 167</td>
<td>Nov. 7, 2016</td>
</tr>
<tr>
<td>New Students in 169 and 171</td>
<td>April 10, 2017</td>
</tr>
<tr>
<td>New Students in 173 and 175</td>
<td>June 26, 2017</td>
</tr>
</tbody>
</table>

Institutional Grants and Scholarships

Armed Services Recognition Grant
The Armed Services Recognition Grant is awarded and funded by American National University. It is designed to assist military service member students by supplementing some or all of the contribution made to the student’s tuition, fees and books from any military education assistance program. Funds are awarded to minimize expenses incurred while pursuing an education at American National University. In addition, spouses and dependents of a military service member are eligible if the service member is receiving military education benefits.

Application: Students with military education assistance funding are evaluated for eligibility during financial aid
appointments.

Award: If eligibility is established, the grant will be awarded in an amount that supplements the contribution made to the student's tuition, fee and book costs from any veterans' education assistance program, $5,000, or the amount of a student’s remaining tuition or fees after the application of other financial aid, whichever is less. Disbursement amounts for a term will not exceed $1,000. Full time students who participate in the Blue Ribbon Grant and apply at least $800 of military education benefits toward their tuition, fees and book costs will receive ASRG for book costs. Halftime students who participate in the Blue Ribbon Grant and apply at least $600 of military education benefits toward their tuition, fees and book costs will receive ASRG for book costs, with the following exception – halftime students using Chapter 1606 must bring in all of the VA education benefits and will be eligible for ASRG to cover the cost of one book. Armed Services Recognition Grant will be used to match Yellow Ribbon payments for certain students with Chapter 33 benefits.

Recipients are evaluated annually for continued eligibility.

**Blue Ribbon Grant**

The Blue Ribbon Grant is designed to recognize and assist veterans, active-duty military personnel, and other related individuals (spouses, dependents, etc.) by providing additional financial support to extend the impact of military educational benefits.

Eligibility: MyCaa recipients are not eligible to receive the Blue Ribbon Grant, but for all others, American National University provides a grant of up to 35% (effective Term 173) of the total amount that is paid toward the cost of tuition, fees and books on behalf of an individual qualified by the Veterans Administration under Chapter 30, 31, 33, 35, 1606, Military Tuition Assistance, State National Guard benefits or other related program; the Department of Defense under any applicable educational support program; or any military service component or branch under any applicable educational support program (the “applicable veterans’ benefits”).

Application: See the Financial Aid office staff at your local campus for an application.

Award: Eligible students may accumulate up to a maximum of $18,000 to use to extend their programs of study, complete their studies, or assist a qualified spouse or dependent at American National University.

The grant will be considered payable toward the student’s tuition, fees, and books once earned. At that time the accumulated grant amount may be utilized to pay tuition and fees at American National University in the recipient’s current program, or any new academic program or degree level.

The military student, spouse, or dependent earning the grant may elect to transfer the earned grant to a current spouse or to a dependent under the age of 30. In the event of such transfer, the grant will be considered earned, transferable, and payable toward the transferee spouse or dependent’s account following the completion of any term in which eligible military student benefit funds are paid toward the transferor’s tuition, fees, or books.

**Fast Track Grant**

The Fast Track Grant is awarded and funded by American National University. It is designed to assist exceptionally needy undergraduate students whose Pell Grant eligibility for the award year has expired, by paying up to 50% of their cash payment or private education loan payment up to the amount of the full Pell Award for the term but not to exceed the amount of their tuition and fee costs. Funds are awarded to minimize out-of-pocket expense incurred while pursuing an education at American National University.

Award: If eligibility is established, the grant will be awarded in an amount that pays up to 50% of their cash payment or private education loan payment up to the amount of the full Pell Award for the term but not to exceed the amount of their tuition and fee costs. Recipients are evaluated each academic year for continued eligibility.

**Private Loan Supplemental Grant**

The American National University Private Loan Supplemental Grant assists students who utilize private loan funds to finance their tuition, fee, and book costs at American National University.

Eligibility: American National University students who are financing such costs with private loan funds may qualify.
The grant amount depends upon the number of courses financed by the private loan funds.

Application Process: Students are reviewed for eligibility at the time the institution becomes aware of their private loan.

Award: The maximum grant amount is equal to 40% of the amount of the private loan required to fund their education. The University has allocated $600,000 to fund this grant program for the 2016–2017 award year. Continued eligibility is determined at the time of reapplication.

**Business Partnership Grant**

The Business Partnership Grant was designed to provide additional assistance to students receiving employer tuition assistance, who are attending the University in order to obtain new job skills or to upgrade existing job skills.

Eligibility: Eligible students are identified through association with a company that has entered into a tuition assistance agreement with the University. Continued eligibility is dependent on the continued receipt of employer tuition assistance. This award is not available to those who are enrolled as international students.

Application Process: Eligible students and their employers will complete the Business Partnership Grant application, available at the Student Services Office, and will return the completed application to the Student Services Office.

Award: Awards are made up to $1 for every $2 of employer tuition assistance received, limited to the amount of unpaid tuition costs. For the four-year period beginning June 1, 2014, American National University has allocated $2,000,000 for this grant.

**American National University Opportunity Grant**

The Opportunity Grant is awarded and funded by American National University. It is designed to provide additional support to students receiving outside grant and scholarship funds provided by defined social, local, and civic organizations.

Eligibility: Eligibility is based on a student’s receipt of outside agency funds. Students are required to utilize grant and scholarship funding available through other local, state, federal or institutional programs before they may be considered for the Opportunity Grant. Students must provide a letter disclosing the award amount on agency letterhead, or other relevant documentation, to verify the source of the outside scholarship or grant. This can be provided when the student (or agency) makes payment to the University.

Award: If eligibility is established, a grant will be awarded in an amount no greater than the amount of the outside agency award, $4,000, or the amount of a student’s remaining tuition and fees after the application of other financial aid, whichever is less. Awards are calculated every 12 months beginning with the term in which the student began to receive payments from the social, local, or civic organizations. Students may receive this grant for subsequent years if eligibility criteria are met.

**Partnership for International Education Scholarship**

The Partnership for International Education Scholarship is designed to recognize, award, and assist international students who wish to study in the United States. The purpose of the scholarship is to help international students reach their goal of obtaining a career education at the post-secondary and graduate levels.

Initial Eligibility: Each calendar year, the first hundred international students who have a F1 or M1 Visa and have completed the application process may qualify for this scholarship.

Application Process: The application process consists of the submission of the following to an International Admissions Officer:

- A completed American National University international student application and application fee
- A Partnership for International Education Scholarship form signed by the student
- A letter of sponsorship

Award: Eligible students will be awarded $2,400 for each degree level – Associates, Bachelors and Masters. The scholarship is awarded in these amounts: $200 per term for a 4 credit hour load, $400 per term for an 8 credit hour
Continued Eligibility at American National University: Continued eligibility (from term to term and level to level), is contingent on students’ continuous enrollment at the university. However, students who have had an interruption in their attendance due to a return to their home country for Visa purposes or health issues may have the requirement for continuous enrollment waived and be eligible to receive the remainder of their award. Such students should discuss their situations with their Campus Director who will forward the information to the Regional Vice President of Operations who will make the final determination of eligibility.

American National University will provide up to 100 Partnership for International Education Scholarships each calendar year. The certification of receipt of the Partnership for International Education Scholarship application will be based upon the date that it is received by an International Admissions Officer. The award year for the scholarship is defined as July 1st to June 30th. The total amount of funds allocated by American National University for the scholarship is $100,000 each award year. The availability of the scholarship will be evaluated at the end of each calendar year.

**University Grant**

The University Grant is awarded and funded by American National University. It is designed to assist students attending certain campuses who transition to other American National University or National College campuses. Students enrolled beginning Term 167 at Danville, VA, Harrisonburg, VA, Lynchburg, VA, Charlottesville, VA; Parkersburg or Princeton, WV campuses who transfer to another campus will be eligible. Students attending the Bristol TN campus are eligible if they transfer to the Roanoke campus, including online programs. Students must maintain continuous enrollment to qualify for consideration for the grant.

**Award**: Eligible students will receive $50 per credit hour or the amount necessary to pay the student’s remaining tuition and fee costs after the application of all other payments or financial aid disbursements, whichever is less. Award amounts are determined by term and disbursed for each term in which the student is continuously enrolled and otherwise eligible.

**University Partnership Scholarship**

The University Partnership Scholarship is designed to enhance collaboration between educational institutions and facilitate continued higher education for students. It is offered to students from Universities and Colleges outside of the United States with whom American National University has signed a Memorandum of Understanding and certain Program Agreements. The agreements either relate to joint programs or to the acceptance of academic credits earned in certain other specific programs.

In order to qualify for the scholarship, the student must:

- Have completed the portion of the joint program or completed specific programs as indicated in the Memorandum of Understanding and Program Agreements; and
- Be enrolled in a designated program of study at ANU as specified by the signed agreements between both educational institutions.

Scholarship payments are applied directly to the students’ tuition and fee charges on their student accounts each term, in amounts based upon their course load, of $305 per course for all graduate and undergraduate programs.

This scholarship cannot be combined with any other grants or scholarships including the Partnership for International Education Scholarship.

**Evolution Grant**

The Evolution Grant is awarded and funded by American National University. It is available to undergraduate students attending campuses in Virginia, Indiana, Kentucky, Ohio, and West Virginia. It is designed to increase grant aid to students while keeping student debt as low as possible. Award amounts are capped at the amount of students’ unpaid tuition, fees, and book costs after the application
of other aid, or $380 per 4 credit hour course, whichever is less. Awards are typically made for one academic year at a time. Disbursements are made quarterly, directly to eligible students’ accounts. International students and those receiving military or veterans benefits are not eligible to receive the Evolution Grant.

**Friendship Grant**

The Friendship Grant is funded by American National University and is available to students who are transferring from ITT Technical Institute, Brown Mackie College or Med Tech to an ANU campus in Roanoke, VA, Danville, VA, or Bristol, TN. The grant is made for the amount of unpaid direct costs after the application of other financial aid sources to students’ accounts, or $50 per credit hour, whichever is less. Friendship Grant funds may not be used in conjunction with the University Grant.

**President’s Grant**

This grant has been established by American National University to provide administrators, at the direction of the President, with the ability to assist students in overcoming financial barriers to program completion, including but not limited to students who have experienced a reduction in eligibility for Title IV funds, students who are not eligible for Title IV funds, students whose schedules have created undue financial hardships, and students for whom a financial barrier due to a prior withdrawal from enrollment exists. It is the intent of the University in establishing this grant that its parameters be construed as widely as necessary to effectuate the goal of reducing financial barriers to enrollment, re-enrollment, and program completion. Not available for Ohio Students.

**Sure Success Grant**

The Sure Success Grant is an institutional grant available beginning Term 169 for students transferring from ITT Technical Institute to the Roanoke, VA, or Bristol, TN, campuses. This grant is awarded in an amount equal to the cost of tuition less the amount of a student’s Pell Grant award. This grant may not be used in conjunction with the University Grant.

**Workforce Development Grant**

The Workforce Development Grant is awarded and funded by American National University. It is designed to assist eligible displaced or disadvantaged students in financing an education to help them enter or reenter the workforce or to transition into another career.

**Eligibility**

Eligibility is based on a student’s status as dislocated or disadvantaged, as determined through their association with local, state, or federal job training programs such as WIA or TAA; the amount of a student’s remaining tuition and fees after the application of other aid; and the availability of grant funds. Students are required to utilize grant and scholarship funding available through local, state, and federal sources such as WIA, TAA, Pell, SEOG, etc., institutional grants and institutional scholarships before they may be considered for the Workforce Development Grant. Students may receive this grant for subsequent years if eligibility criteria are met.

**Award**

If eligibility is established, awards are made annually, in an amount not to exceed $7,500 or the amount of a student’s remaining tuition and fee costs after the application of other financial aid, whichever is less. No more than $1,500 will be awarded per term.

**Joseph E. Hurn Scholarship**

The Joseph E. Hurn Scholarship is designed to recognize and assist students who excel in their university studies. Eligibility is based on academic merit and pace toward program completion. At the end of each academic year (typically 3 terms), students are evaluated for eligibility for the following academic year. The first academic year is called the “leading academic year” and the next year is the “trailing academic year.” Awards are made to assist students with tuition and fee costs.

To qualify for the scholarship, students must:

- Have a Cumulative Grade Point Average (CGPA) of at least 3.0 at the end of the leading academic year,
- Have maintained continuous enrollment throughout the leading academic year,
- Have received at least 8 credits in each of the terms in the leading academic year, and
- Be taking at least 8 credits at the time of each disbursement during the trailing academic year.
Eligibility Evaluation:

Initial review - to assist students in the planning process for their trailing academic year, a review takes place before that year begins, normally during the 2nd term of the leading academic year. If they appear eligible at that time, the scholarship will be listed on their initial Financial Plan for the trailing academic year. If such a student does not maintain eligibility through the end of the leading year, he or she will not receive funding for the trailing year, but will be evaluated for eligibility again after that year.

Final review - after grades are posted for the last term of the leading year, students are evaluated for eligibility for the trailing year and awards are made to those who qualify.

Disbursement amounts – for each term of the trailing award year, a disbursement is made for the lesser of $350 or the amount of tuition and fees not paid/expected to be paid from other sources.

This review, evaluation and awarding process continues each academic year until students graduate or withdraw from the university.

Withdrawal and Reentry Policy: Hurn Scholarship recipients who withdraw from the institution before receiving a full award for their trailing year, lose eligibility for any unpaid disbursement for that year. However, if they reenter (and otherwise meet all of the eligibility requirements), they will be considered for the scholarship at the conclusion of the academic year in which they reenter.

State Funded Grants

Tennessee Student Assistance Award Program

This program is funded by the state of Tennessee to provide non-repayable financial assistance to financially needy undergraduates who are Tennessee residents who have not completed a first baccalaureate degree, and are enrolled in or accepted for enrollment at an eligible college in Tennessee. The parents of dependent students must also be Tennessee residents in order for the student to qualify for consideration. Students apply by filing the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st, as funding availability may expire prior to the state aid deadlines published on the FAFSA. Students must be enrolled on at least a half-time basis and have a 2016-17 Expected Family Contribution that does not exceed $2,100. Students must maintain satisfactory academic progress and cannot be in default on a loan or owe a refund on a grant in order to qualify for TSAA consideration. Eligibility is based, in part, on financial need. Award amounts are determined by the TSAC Board of Directors, and the maximum award for the 2016-17 award year for students is $2,000. Students may access www.tn.gov/collegepays for more information and to access the Student Financial Aid Portal to create an account to view their individual award information. Starting with the 2014-2015 academic year, prior-year recipients (renewals) will receive the award if they meet all eligibility requirements and complete the FAFSA on or before March 1. After March 1, remaining funds will be awarded to the neediest applicants who apply by March 1 based on the availability of funds. Awards are made until funds are depleted. Eligibility for subsequent award years depends on the awarding criteria set forth by the state at that time.

Ohio College Opportunity Grant

This program is funded by the state of Ohio for Ohio residents attending an eligible college who demonstrate the highest levels of financial need and who have not completed a first Baccalaureate degree. Students apply by filing the Free Application for Federal Student Aid (FAFSA) by October 1st. Students must be enrolled in an eligible undergraduate program of study of at least two years in length, with a 2016-17 Expected Family Contribution that does not exceed $2,190 and a maximum household income of $75,000. Award amounts are determined by state legislative approval. If a withdrawn student qualifies for a tuition refund based on the school's refund policy, a refund of Ohio funding is made in the same percentage as was applied to tuition. Students must maintain satisfactory academic progress to qualify for this grant. The maximum award for 2016–17 is $1,056. Reduced awards are made to students attending less than full time. Eligible students continuously enrolled for the award year may receive another one-third of their award amount. Students may access www.ohiohighered.org for more information regarding this program. Eligibility for subsequent award years will depend on the awarding criteria set forth by the state.
**State Scholarships**

**Dependent Children Scholarship Program**

The Dependent Children Scholarship Program provides aid for Tennessee residents who are, or were at the time of the incident, a dependent child of a Tennessee law enforcement officer, fireman, or an emergency medical service technician who has been killed or totally and permanently disabled while performing duties within the scope of such employment. The parent must be a Tennessee resident and have been on duty when the incident occurred. The scholarship is awarded to full-time undergraduate students attending eligible Tennessee institutions. The award may be renewed three times for a total of four years or the period required for the completion of the program of study, whichever is less. The recipient must be enrolled full-time and maintain satisfactory progress to remain eligible. The awards are subject to funding availability.

Applicants must submit the Free Application for Federal Student Aid (FAFSA) by the state application deadline listed on the FAFSA and have a valid EFC. Students may access www.tn.gov/collegepays for more information and for additional documentation requirements, and to access the Dependent Children Scholarship application. To be considered, the Tennessee Student Assistance Corporation (TSAC) must receive the completed application and documentation by July 15. Eligibility for subsequent award years will depend on the awarding criteria set forth by the state.

*This scholarship is available to students attending the Bartlett, Bristol, Nashville, and Memphis, TN campuses.

**Ned McWherter Scholars Program**

The Ned McWherter Scholars Program is intended to encourage academically superior Tennessee high school graduates to attend college in Tennessee. Tennessee high school seniors starting their last semester in high school may apply. To be eligible an applicant must have at least a 3.5 unweighted cumulative grade point average and scored a minimum composite score of 29 on the ACT or 1280 on the SAT (math and critical reading only). Difficulty of courses and leadership positions held while in high school are also considered. The student must be a resident of Tennessee, a U.S. citizen or permanent resident, and attend an eligible Tennessee college or university full-time. Applications must be accompanied by an official high school transcript that contains the applicant’s high school grades through the first semester of the senior year and the applicant’s ACT/SAT scores.

The award is made in an amount up to $6,000 per academic year, funded jointly by the State of Tennessee and the college or university attended. Awards are made in equal installments each term throughout the academic year.

The award may be renewed three times for a total of four years. The recipient must maintain at least a 3.2 cumulative grade point average and attend full-time to remain eligible. Awards are very competitive and are based on funding.

Students may access the state website at www.tn.gov/collegepays for general information regarding this program and to access the Ned McWherter Scholars application. To be considered, the Tennessee Student Assistance Corporation (TSAC) must receive the completed application, or in the case of renewal applicants, the renewal application, and required attachments by February 15.

*This scholarship is available to students attending the Bartlett, Bristol, Nashville, and Memphis, TN campuses.

**Ohio War Orphans Scholarship Program**

The Ohio War Orphans Scholarship Program awards tuition assistance to the children of deceased or severely disabled Ohio veterans who served in the armed forces during a period of declared war or conflict.

To receive War Orphans Scholarship benefits, a student must be under age 25 and be enrolled for full-time undergraduate study at an eligible Ohio college or university pursuing an associate’s or bachelor’s degree. Ohio residency is required. Prior recipients must maintain a 2.0 minimum CGPA.

Scholarship benefits cover a portion of instructional and general fee charges. The 2016–17 award amount is $5,112.

Applications are available from the Ohio Board of Regents/State Grants and Scholarships Department, high school guidance offices, Veterans services offices, and campus...
Application is made to the Ohio Board of Regents/State Grants and Scholarships Department. The application deadline is July 1 of each year. Students may access www.ohiohighered.org for more information and to access the application. Eligibility for subsequent award years will depend on the awarding criteria set forth by the state.

*This scholarship is available to students attending the Dayton Area and Youngstown, OH campuses.

**Ohio Safety Officers College Memorial Fund**

This program provides tuition assistance to the children and spouses of peace officers, firefighters and certain other safety officers who are killed in the line of duty. It also provides assistance to the children of a member of the armed services of the United States who has been killed in the line of duty during Operation Enduring Freedom, Iraqi Freedom, or a combat zone designated by the President of the United States. A child is only eligible if he or she is not eligible for the Ohio War Orphans Scholarship.

Recipients must be Ohio residents. Recipients may enroll for full-time or part-time study at a participating post-secondary institution. The Fund provides benefits which cover a portion of instructional and general fee charges. The 2016-17 annual award is $8,115.

Interested students should contact the Ohio Department of Higher Education/State Grants and Scholarships Department. Students may access www.ohiohighered.org for more information. Eligibility is limited to 15 quarters (up to 5 years or until a bachelor’s degree is obtained, whichever comes first). There is no published application deadline. Eligible students should follow the procedures published by the Ohio Board of Regents for an application.

*This scholarship is available to students attending the Dayton Area and Youngstown, OH campuses.

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**Federal Student Loans**

**Federal Direct Loans**

Direct student loans are made available to students attending college on at least a half-time basis through the William D. Ford Federal Direct Loan Program (through which the federal government provides funds). Within this program, there are two types of loans – subsidized loans (those subsidized by the federal government) and unsubsidized loans. A student may qualify for one or both depending on the student’s need and other factors. In general, the federal government pays interest on subsidized loans until repayment begins and during authorized periods of deferment. However, this benefit does not apply to all borrowers. See your the Financial Aid office or refer to “Do You Need Money for College 2016-17,” a Department of Education publication, or go to www.studentaid.gov to determine whether, and under what circumstances, the interest subsidy benefit applies to you. “Do You Need Money for College 2016-17” is available on the university website, www.an.edu/admissions/financial-assistance. Students with unsubsidized loans are charged interest from the time the loan is disbursed until it is paid in full. Maximum annual loan amounts range from $5,500 for first-year dependent students to $20,500 for graduate students. Graduate students are ineligible for subsidized loans but may borrow through the unsubsidized program. Note that, effective July 1, 2013, some students’ subsidized loan eligibility is limited to a time period equal to 150% of the length of their program. Please see “Do You Need Money for College 2016-17” or go to www.studentaid.gov for more information regarding annual and aggregate loan limits and other financial aid information. Interest rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. Repayment is made in installments, generally beginning six months after a student leaves school or from the point his or her enrollment status falls below half-time. Please contact the Repayment Success Office for further information. Students may apply and access loan application and entrance counseling at https://studentloans.gov. Note that Federal Stafford Loan information is submitted to the National Student Loan Data System, and information about the loans is accessible there to certain guaranty agencies,
eligible lenders and eligible institutions of higher education. Students must complete entrance counseling prior to the disbursement of a loan to their student account.

**Federal Direct PLUS Loans**

Graduate students and parents of dependent students are eligible to apply through the PLUS Loan Program. Such loans are available for students attending the University on at least a half-time basis through the William D. Ford Federal Direct Loan program (through which the federal government provides funds). These unsubsidized loans enable borrowers to borrow up to the cost of attendance minus other aid received. Eligibility is determined, in part, upon the credit history of the borrower. Repayment is made in monthly installments until the loan is paid in full. Interest rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. Additional information is available at www.studentaid.com. Graduate students must complete entrance counseling prior to the receipt of a loan disbursement. Parent borrowers in certain, limited situations may have to complete exit counseling as well. You may contact your Student Services Office for more information. Loan applications and entrance counseling is available at https://studentloans.gov. “Do You Need Money for College 2016-17,” a Department of Education publication, provides more information regarding annual and aggregate loan limits. This may be accessed at the American National University website, www.an.edu/admissions/financial-assistance, along with other financial aid information. Note that PLUS Loan information is submitted to the National Student Loan Data System, and information about the loans is accessible there to certain guaranty agencies, eligible lenders and eligible institutions of higher education.

**Private/Education Loans**

Not all students are eligible to borrow through the federal loan programs, and some students with financial need may prefer to participate in private loan programs. Accordingly, American National University participates with a variety of private lenders who make educational loans to students. The terms, loan limits and eligibility criteria vary between lenders, and the Student Services Office can assist in reviewing a student’s private loan options.

**Employer Tuition Assistance Program**

Some employers encourage the professional development of their employees by providing tuition reimbursement to their employees. Students can contact their employers to see if they currently have or will develop an Employer Tuition Assistance Program. The University will partner with employers to increase the amount of tuition assistance offered through its Business Partnership Grant (see page 54). The University will be pleased to send information about these programs to any employer interested in learning more about our course offerings or degree requirements.

**Tuition Payment Plan**

The University offers a Tuition Payment Plan to its students. Students choosing to enroll in this voluntary program will make their first payment on or before the first day of the term, their second payment on the first of the next month, and their third and final payment for the term on the first of the next month. The amount of each payment is dependent on the total amount to be paid each term, which will be divided by three and paid in equal installments. Students who choose to enroll in the payment plan will complete and sign a Tuition Payment Plan Agreement.

**Work Study Programs**

**Federal Work Study**

This program provides part-time employment for students with financial need. Jobs are available on and off campus, providing student service and community service employment opportunities. Work schedules may not conflict with students’ class schedules. Employment under this program is dependent on the availability of federal funds. Applications for this program are available in the Student Services Office. Award amounts are determined based on the hourly rate and hours required for the FWS job, generally for the period of an academic year. Continued eligibility depends upon federal rules and guidelines in place for each year.
Institutional Work Study

American National University offers an institutional work study program which provides additional opportunities for students to help finance their educations. Whenever possible, work study employment is designed to improve students’ business skills and to provide experience for the business specialization in which they are enrolled. Students interested in this program should contact their campus Student Services Office.

Veterans Affairs Work Study Program

Qualified students enrolled at a rate of three-quarter time or greater in a college degree, vocational or professional program may “earn while they learn” under the Department of Veterans Affairs (VA) Work Study Allowance Program. This program is open to all individuals eligible for the following VA education programs, not just veterans, and permits eligible students to perform services related to the VA in return for a monetary allowance equal to the prevailing federal or state minimum wage, whichever is higher. The VA education programs are Post-9/11 GI Bill, Montgomery GI Bill-Active Duty, Reserve Educational Assistance program, Montgomery GI Bill-Selected Reserve, Post-Vietnam Era Veterans’ Educational Assistance Program, Dependents’ Educational Assistance Program, Vocational Training and Rehabilitation for Veterans with service connected disabilities, and the Fry Scholarship. Eligible dependents under 38 U.S.C. Chapter 35 may use work study only while training in a state. Services a VA work study employee performs must be related to VA work, such as working at a VA facility, at educational institutions, or in certain veteran support capacities. For additional information and application procedures, please contact the school’s veteran affairs office or the VA Regional Office at (800) 827-1000 or visit the VA website at www.va.gov.

Other Federal Assistance Programs

American National University is approved by the State Approving Agency for the education and training of eligible veterans and their dependents. To inquire about specific programs, contact the Student Services Office at your local campus.
Career Programs

Select your degree or diploma program from among these career choices.*

**Accounting**
- Business Administration Accounting, Bachelor's Degree .......... 65
- Business Administration Accounting, Associate's Degree .......... 67
- Accounting, Diploma ........................................ 69

**Business Administration**
- Business Administration Management, Bachelor's Degree .... 71
- Business Administration Management, Associate's Degree ...... 73
- Business Administration, Diploma ................................ 75

**Health Science**
- Health Care Management, Bachelor's Degree ............... 77
- Health Information Management, Associate's Degree ......... 79
- Medical Assisting, Associate's Degree .......................... 80
- Medical Assisting, Certificate ...................................... 81
- Medical and Health Services Management, Bachelor's Degree 82
- Medical Office Professional 2016, Diploma ..................... 84
- Medical Office Professional 2017, Diploma ...................... 85
- Medical Billing and Coding, Diploma ............................. 86
- Pharmacy Technician, Associate's Degree ........................ 87
- Pharmacy Technician, Diploma .................................. 88
- Phlebotomy and ECG Technician, Diploma ....................... 89
- RN to BSN, Bachelor's Degree .................................... 90
- Surgical Technology, Associate's Degree ......................... 91

**Information Technology**
- Cybersecurity, Bachelor's Degree ................................. 95
- Cybersecurity, Associate's Degree ................................. 96
- Information Technology Skills, Certificate ....................... 98
- Network Administration, Bachelor's Degree ..................... 98
- Network Support, Associate's Degree ......................... 100

**Paralegal**
- Paralegal, Associate's Degree .................................. 103
- Paralegal Studies, Certificate .......................... 105

**English as a Second Language**
- English as a Second Language ................................. 107

**Master’s Programs**
- Master of Business Administration ............................... 115
- Master of Business Administration—Information Technology 118
- Master of Science in Cybersecurity ............................... 119
- Master of Science in Information Technology ................... 120
- Master of Science in Nursing ...................................... 121
- Master’s in TESOL ........................................ 123

*Check campus for program availability. Campus program listings on pages 141-151 of catalog.
Progressive Learning Path

Earn your diploma or degree and immediately use your training to start or advance your career as you continue your education at the bachelor’s degree level. Continue to build a strong academic foundation by pursuing a graduate level degree.

1In partnership with the University of Fairfax, bachelor’s degree and MBA graduates have the option to continue their education at the graduate certificate, Master, and Doctoral levels as they progress in their careers.

The University of Fairfax, offers online graduate degree and certificate programs in the field of cybersecurity, to include: Doctorate in Information Assurance, Doctor of Science in Information Assurance, Master of Science in Information Security Management, Cybersecurity Graduate certificates, and CNSS/NSA 4011/4012 certifications. The University of Fairfax is the only accredited online graduate institution with cybersecurity as its single focus. Visit www.ufairfax.edu for more information.

2The Certificate Program in Paralegal Studies is designed for students who have already earned an academic associate or bachelor’s degree and wish to develop the skills necessary to become a paralegal.
Accounting

Accounting professionals are the lifeline of any organization, with the Bureau of Labor Statistics (www.bls.gov) listing accountants and auditors among “Occupations with the most job growth” as projected through 2022.

American National University’s accounting programs combine rigorous technical accounting training with a general overview of business and a foundation in professional skills to prepare graduates for careers in this dynamic field. Accounting programs are available at the diploma, associate degree, and bachelor’s degree levels, equipping new students and existing professionals alike with the skills necessary to cultivate a successful accounting career.

Lindell Chavis—Accounting
Charlottesville Campus

“I am grateful to ANU for the knowledge and relationships I departed with.”

Lindell Chavis is a U.S. Air Force and U.S. Army veteran. She completed her associate’s degree in business administration-accounting at the Charlottesville Campus in August 2011 and became employed with a local community action agency that same month. She serves as the director of a program that helps individuals and families build a pathway out of poverty by teaching financial management, asset building, and credit rehabilitation.
# Business Administration – Accounting (BBACC) Bachelor's Degree

The Business Administration Accounting bachelor’s degree program incorporates foundational and upper-level accounting courses with a strong representation of business and management courses. Graduates will be able to successfully utilize relevant software packages and will acquire an in-depth understanding of problem-solving and communication skills relative to the accounting profession. In addition to a variety of general and specific accounting courses, the curriculum will also cover areas such as operations management, business law, financial planning, and economics.

**180 credit hours required/360 quality points required**  
All courses are 4 credit hours

<table>
<thead>
<tr>
<th>Program Core (Required) 112 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101 Principles of Accounting I</td>
</tr>
<tr>
<td>ACC102 Principles of Accounting II</td>
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<tr>
<td>ACC115 Computerized Accounting</td>
</tr>
<tr>
<td>ACC200 Principles of Accounting III</td>
</tr>
<tr>
<td>ACC201 Intermediate Accounting I</td>
</tr>
<tr>
<td>ACC203 Cost Accounting I</td>
</tr>
<tr>
<td>ACC216 Income Tax</td>
</tr>
<tr>
<td>ACC313 Managerial Accounting</td>
</tr>
<tr>
<td>ACC314 Auditing</td>
</tr>
<tr>
<td>ACC317 Cost Accounting II</td>
</tr>
<tr>
<td>ACC320 Intermediate Accounting II</td>
</tr>
<tr>
<td>ACC416 Advanced Taxation</td>
</tr>
<tr>
<td>ACC418 Municipal and Institutional Accounting</td>
</tr>
<tr>
<td>ACC420 Intermediate Accounting III</td>
</tr>
<tr>
<td>BUS110 Business Math I</td>
</tr>
<tr>
<td>BUS121 Principles of Economics</td>
</tr>
<tr>
<td>BUS210 Business Math II</td>
</tr>
<tr>
<td>BUS225 Business Communications</td>
</tr>
<tr>
<td>BUS324 Financial Planning and Investments</td>
</tr>
<tr>
<td>BUS386 Money, Banking and the Financial Marketplace</td>
</tr>
<tr>
<td>BUS390 Research and Report Writing</td>
</tr>
<tr>
<td>COM151 The Microsoft® Office</td>
</tr>
<tr>
<td>COM234 Desktop Applications</td>
</tr>
<tr>
<td>COM235 Spreadsheet Applications</td>
</tr>
</tbody>
</table>

**Select 4 ***

| BUS101 Introduction to Business                         |
| BUS123 Practical Law                                    |
| BUS125 Principles of Management                         |
| BUS217 Organizational Behavior                          |
| BUS223 Sales and Contract Law                           |
| BUS350 Managing the Small Business                      |
| BUS391 Production and Operations Management             |
| BUS392 Purchasing and Materials Management              |
| BUS490 Corporate Budgeting                              |
| BUS495 Strategic Management                            |

**General Education:**  
At least 1 from each discipline required; a minimum of 5 must be 300–400 level courses, 56 total credit hours required

<table>
<thead>
<tr>
<th>Written and Oral Communication</th>
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</thead>
<tbody>
<tr>
<td>ENG102 English Composition*</td>
</tr>
<tr>
<td>ENG126 Oral Communication</td>
</tr>
<tr>
<td>Mathematics, Statistics, and Logic</td>
</tr>
<tr>
<td>LOG215 Thinking Critically</td>
</tr>
<tr>
<td>LOG357 Logic and Critical Thinking</td>
</tr>
</tbody>
</table>
### Mathematics and Statistics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT101</td>
<td>Understanding Mathematics</td>
</tr>
<tr>
<td>MAT220</td>
<td>Algebra and Basic Statistics</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra</td>
</tr>
<tr>
<td>MAT419</td>
<td>Introduction to Statistics</td>
</tr>
</tbody>
</table>

### Arts and Humanities

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH205</td>
<td>Ethics</td>
</tr>
<tr>
<td>GEN241</td>
<td>Cultural Appreciation</td>
</tr>
<tr>
<td>REL330</td>
<td>World Religion</td>
</tr>
</tbody>
</table>

### Social and Behavioral Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOV340</td>
<td>American Government</td>
</tr>
<tr>
<td>HIS290</td>
<td>American History 1945–Present</td>
</tr>
<tr>
<td>POL202</td>
<td>Political Science</td>
</tr>
<tr>
<td>PRO453</td>
<td>Parliamentary Procedures/Group Dynamics</td>
</tr>
<tr>
<td>PSY127</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSY200</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>SOC461</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

### Physical/Natural Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BIO101</td>
<td>Introduction to Biology</td>
</tr>
<tr>
<td>CHM105</td>
<td>General, Organic Biochemistry</td>
</tr>
<tr>
<td>ENV101</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>PER330</td>
<td>Personal Health</td>
</tr>
</tbody>
</table>

### Electives (Select 3 ***)

**12 total credit hours required**

To be selected in consultation with the Academic Advisor to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.

For all courses: See course description for applicable prerequisites.

- * This program requires this General Education course or equivalent
- ** Minimum of 8 credit hours required from 300–400 level courses
- *** Based on availability

For program disclosure information, please visit http://www.an.edu/programs/business-administrationaccounting-bachelors.
**Business Administration – Accounting (BAA)  Associate’s Degree**

The Business Administration Accounting associate degree program is designed to provide graduates with a solid core competency in general accounting practices, procedures, concepts, and theory. Students will gain the necessary training required to analyze transactions, prepare journal entries, and manage a company’s payroll and books and will be prepared to assist in auditing and tax preparation utilizing industry standard accounting-based software. In addition to the principal course of study, students in this program will receive a foundation in computer technology and business organization.

**96 credit hours required/192 quality points required**  
All courses are 4 credit hours

<table>
<thead>
<tr>
<th>Program Core (Required) 48 total credit hours required</th>
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</thead>
<tbody>
<tr>
<td>ACC101 Principles of Accounting I</td>
</tr>
<tr>
<td>ACC102 Principles of Accounting II</td>
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<tr>
<td>ACC110 Payroll Accounting</td>
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<tr>
<td>ACC115 Computerized Accounting</td>
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<tr>
<td>ACC200 Principles of Accounting III</td>
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<tr>
<td>ACC201 Intermediate Accounting I</td>
</tr>
<tr>
<td>ACC203 Cost Accounting I</td>
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<td>ACC216 Income Tax</td>
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<tr>
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</tr>
<tr>
<td>ACC320 Intermediate Accounting II</td>
</tr>
<tr>
<td>BUS125 Principles of Management</td>
</tr>
<tr>
<td>BUS210 Business Math II</td>
</tr>
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<td>BUS215 Business Math II</td>
</tr>
<tr>
<td>COM151 The Microsoft® Office</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Support (Required) 20 total credit hours required</th>
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</thead>
<tbody>
<tr>
<td>ACC313 Managerial Accounting</td>
</tr>
<tr>
<td>BUS110 Business Math I</td>
</tr>
<tr>
<td>BUS121 Principles of Economics</td>
</tr>
<tr>
<td>BUS225 Business Communications</td>
</tr>
<tr>
<td>COM235 Spreadsheet Applications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education At least 1 from each discipline required, 24 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communication</td>
</tr>
<tr>
<td>ENG102 English Composition*</td>
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<td>MAT101 Understanding Mathematics</td>
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<tr>
<td>MAT214 Algebra</td>
</tr>
<tr>
<td>MAT220 Algebra and Basic Statistics</td>
</tr>
<tr>
<td>Arts and Humanities</td>
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<tr>
<td>ETH205 Ethics</td>
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<tr>
<td>GEN241 Cultural Appreciation</td>
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<tr>
<td>Social and Behavioral Sciences</td>
</tr>
<tr>
<td>POL202 Political Science</td>
</tr>
<tr>
<td>PSY127 Psychology</td>
</tr>
<tr>
<td>PSY200 Human Growth and Development</td>
</tr>
<tr>
<td>Physical/Natural Science</td>
</tr>
<tr>
<td>BIO101 Introduction to Biology</td>
</tr>
<tr>
<td>CHM105 General, Organic Biochemistry</td>
</tr>
<tr>
<td>ENV101 Environmental Science</td>
</tr>
<tr>
<td>ENV101 Environmental Science</td>
</tr>
</tbody>
</table>
Electives (Select 1 **)  4 total credit hours required

To be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent
** Based on availability

For program disclosure information, please visit http://www.an.edu/programs/business-administrationaccounting-associates.
**Accounting (ACC) Diploma**

The Accounting diploma program provides students with both introductory skills and training in fundamental business practices with an emphasis on general accounting. Students will become familiar with the most widely-used accounting software. Upon completion of the accounting program, graduates will be able to assess, analyze, and interpret data and will have gained a deeper understanding of the accounting process.

*60 credit hours required/120 quality points required*  
All courses are 4 credit hours

<table>
<thead>
<tr>
<th>Program Core (Required) 36 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101 Principles of Accounting I</td>
</tr>
<tr>
<td>ACC102 Principles of Accounting II</td>
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<tr>
<td>ACC110 Payroll Accounting</td>
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<tr>
<td>ACC115 Computerized Accounting</td>
</tr>
<tr>
<td>ACC200 Principles of Accounting III</td>
</tr>
<tr>
<td>ACC203 Cost Accounting I</td>
</tr>
<tr>
<td>ACC216 Income Tax</td>
</tr>
<tr>
<td>COM151 The Microsoft® Office</td>
</tr>
<tr>
<td>COM235 Spreadsheet Applications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Support (Required) 16 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS110 Business Math I</td>
</tr>
<tr>
<td>BUS121 Principles of Economics</td>
</tr>
<tr>
<td>BUS225 Business Communications</td>
</tr>
<tr>
<td>ENG102 English Composition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (Select 2 **) 8 total credit hours required</th>
</tr>
</thead>
</table>

To be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

For all courses: See course description for applicable prerequisites.

** Based on availability

For program disclosure information, please visit [http://www.an.edu/programs/accounting](http://www.an.edu/programs/accounting).
Business Administration

American National University’s business administration programs are designed for prospective students who are interested in managerial or administrative career opportunities in sales, business administration, management, operations, marketing, human resources, or office administration.

These programs will provide graduates with hands-on training in the basic theories, principles, concepts, and analytical tools used in business, with emphasis on computer technology, accounting, and a solid background in business administration. These skills are taught through an integrated curriculum that incorporates business fundamentals with critical thinking and decision-making skills.

Students from a variety of educational and career backgrounds can take advantage of the multiple degree levels available, advancing from diploma programs to the Master of Business Administration (MBA) degree.

Priscilla Cawthorne—Business Administration
Columbus Campus

“I find the things I have learned at American National University to be very valuable. ANU has gone the distance with me.”

Priscilla Cawthorne was working as an agency clerk, helping community residents with their driver’s license and license plate renewal needs. She wanted to continue her education in order to improve her opportunities for advancement. While still attending classes as a student, her efforts already started to pay off, as she was promoted to a management position at the agency.
## Business Administration – Management (BBAMG) Bachelor’s Degree

The Business Administration – Management bachelor’s degree program is designed to provide graduates with the skills, knowledge, and competencies needed to qualify for mid-level management or leadership positions. The program provides essential business knowledge, including day-to-day corporate business management tactics, accounting, payroll, and human resources. The coursework will emphasize critical thinking and effective communications – the skills employers demand. With labs designed to simulate real-world situations, students learn problem-solving techniques and develop team-building skills.

This program is specifically designed to prepare students for a career in today’s demanding business world and, as such, prepares graduates with a wide range of business skills to help them move up the corporate ladder.

### 180 credit hours required/360 quality points required

All courses are 4 credit hours

<table>
<thead>
<tr>
<th>Program Core (Required) 108 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101 Principles of Accounting I</td>
</tr>
<tr>
<td>ACC102 Principles of Accounting II</td>
</tr>
<tr>
<td>ACC200 Principles of Accounting III</td>
</tr>
<tr>
<td>BUS101 Introduction to Business</td>
</tr>
<tr>
<td>BUS110 Business Math I</td>
</tr>
<tr>
<td>BUS121 Principles of Economics</td>
</tr>
<tr>
<td>BUS123 Practical Law</td>
</tr>
<tr>
<td>BUS125 Principles of Management</td>
</tr>
<tr>
<td>BUS217 Organizational Behavior</td>
</tr>
<tr>
<td>BUS224 Organizational Leadership</td>
</tr>
<tr>
<td>BUS225 Business Communications</td>
</tr>
<tr>
<td>BUS227 Human Resource Management</td>
</tr>
<tr>
<td>BUS228 Principles of Marketing</td>
</tr>
<tr>
<td>BUS350 Managing the Small Business</td>
</tr>
<tr>
<td>BUS390 Research and Report Writing</td>
</tr>
<tr>
<td>BUS391 Production and Operation Management</td>
</tr>
<tr>
<td>BUS392 Purchasing and Materials Management</td>
</tr>
<tr>
<td>BUS420 Project Management</td>
</tr>
<tr>
<td>BUS495 Strategic Management</td>
</tr>
<tr>
<td>COM151 The Microsoft® Office</td>
</tr>
<tr>
<td>COM234 Desktop Applications</td>
</tr>
<tr>
<td>COM235 Spreadsheet Applications</td>
</tr>
</tbody>
</table>

### Select 5 **

A minimum of 8 credit hours must be 300–400 level

| ACC115 Computerized Accounting                          |
| ACC201 Intermediate Accounting I                        |
| ACC216 Income Tax                                       |
| ACC313 Managerial Accounting                            |
| ACC314 Auditing                                        |
| ACC320 Intermediate Accounting II                       |
| ACC418 Municipal and Institutional Accounting           |
| BUS223 Sales and Contract Law                           |
| BUS324 Financial Planning and Investment                |
| BUS386 Money, Banking and the Financial Marketplace     |
| BUS490 Corporate Budgeting                              |
| BUS499 Business Externship                              |
**General Education**  At least 1 from each discipline required; a minimum of 5 must be 300–400 level courses, 56 total credit hours required

<table>
<thead>
<tr>
<th>Written and Oral Communication</th>
<th>Social and Behavioral Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG102  English Composition*</td>
<td>GOV340  American Government</td>
</tr>
<tr>
<td>ENG126  Oral Communication</td>
<td>HIS290  American History 1945–Present</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics, Statistics, and Logic</th>
<th>Arts and Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG215  Thinking Critically</td>
<td>ETH205  Ethics</td>
</tr>
<tr>
<td>LOG357  Logic and Critical Thinking</td>
<td>GEN241  Cultural Appreciation</td>
</tr>
<tr>
<td>MAT101  Understanding Mathematics</td>
<td>REL330  World Religion</td>
</tr>
<tr>
<td>MAT214  Algebra</td>
<td></td>
</tr>
<tr>
<td>MAT220  Algebra and Basic Statistics</td>
<td></td>
</tr>
<tr>
<td>MAT419  Introduction to Statistics</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Physical/Natural Science</th>
<th>Electives (Select 4 **)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO101  Introduction to Biology</td>
<td>16 total credit hours required</td>
</tr>
<tr>
<td>CHM105  General, Organic Biochemistry</td>
<td>To be selected in consultation with the Academic Advisor to complete the Baccalaureate degree and complement individual areas of interest.</td>
</tr>
<tr>
<td>ENV101  Environmental Science</td>
<td>For all courses: See course description for applicable prerequisites.</td>
</tr>
<tr>
<td>PER330  Personal Health</td>
<td>* This program requires this General Education course or equivalent</td>
</tr>
<tr>
<td></td>
<td>** Based on availability</td>
</tr>
</tbody>
</table>

For program disclosure information, please visit http://www.an.edu/programs/business-administrationmanagement-bachelors.
Business Administration – Management (MGT)  Associate’s Degree

In the Business Administration – Management associate degree program, students explore fundamental business principles and learn to apply problem-solving strategies to real-life scenarios. Students gain foundational knowledge in various functional areas of business, including accounting, human resources, marketing, and technology.

The broad knowledge gained will provide a solid base for entry into a wide range of business areas, such as marketing, sales, administration, human resources, accounting, and even business ownership.

96 credit hours required/192 quality points required  All courses are 4 credit hours

<table>
<thead>
<tr>
<th>Program Core (Required) 44 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS101  Introduction to Business</td>
</tr>
<tr>
<td>BUS123  Practical Law</td>
</tr>
<tr>
<td>BUS125  Principles of Management</td>
</tr>
<tr>
<td>BUS218  Customer Service Management</td>
</tr>
<tr>
<td>BUS224  Organizational Leadership</td>
</tr>
<tr>
<td>BUS227  Human Resource Management</td>
</tr>
<tr>
<td>BUS228  Principles of Marketing</td>
</tr>
<tr>
<td>BUS350  Managing the Small Business</td>
</tr>
<tr>
<td>COM151  The Microsoft® Office</td>
</tr>
<tr>
<td>COM234  Desktop Applications</td>
</tr>
<tr>
<td>COM235  Spreadsheet Applications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Support (Required) 28 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101  Principles of Accounting I</td>
</tr>
<tr>
<td>ACC102  Principles of Accounting II</td>
</tr>
<tr>
<td>BUS110  Business Math I</td>
</tr>
<tr>
<td>BUS121  Principles of Economics</td>
</tr>
<tr>
<td>BUS217  Organizational Behavior</td>
</tr>
<tr>
<td>BUS225  Business Communications</td>
</tr>
<tr>
<td>BUS270  Introduction to Project Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education At least 1 from each discipline required, 24 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communication</td>
</tr>
<tr>
<td>ENG102  English Composition*</td>
</tr>
<tr>
<td>ENG126  Oral Communication</td>
</tr>
<tr>
<td>Mathematics, Statistics, and Logic</td>
</tr>
<tr>
<td>LOG215  Thinking Critically</td>
</tr>
<tr>
<td>MAT101  Understanding Mathematics</td>
</tr>
<tr>
<td>MAT214  Algebra</td>
</tr>
<tr>
<td>MAT220  Algebra and Basic Statistics</td>
</tr>
<tr>
<td>Arts and Humanities</td>
</tr>
<tr>
<td>ETH205  Ethics</td>
</tr>
<tr>
<td>GEN241  Cultural Appreciation</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
</tr>
<tr>
<td>POL202  Political Science</td>
</tr>
<tr>
<td>PSY127  Psychology</td>
</tr>
<tr>
<td>PSY200  Human Growth and Development</td>
</tr>
<tr>
<td>Physical/Natural Science</td>
</tr>
<tr>
<td>BIO101  Introduction to Biology</td>
</tr>
<tr>
<td>CHM105  General, Organic Biochemistry</td>
</tr>
<tr>
<td>ENV101  Environmental Science</td>
</tr>
</tbody>
</table>
For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent
For program disclosure information, please visit http://www.an.edu/programs/business-administrationmanagement-associates.
Business Administration (BAM) Diploma

The Business Administration diploma program is designed to help build leadership and communication skills and to equip program graduates with a foundational knowledge of business principles and practices. In this program, students receive training in both theoretical concepts and the application of concepts to business-specific situations.

The Business Administration diploma program prepares students for entry-level employment using technology found in office environments of every size, including government agencies, corporations, medium and small businesses – or as a foundation for self-employment.

48 credit hours required/96 quality points required  All courses are 4 credit hours

Program Core (Required)  24 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACC102</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>BUS101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS123</td>
<td>Practical Law</td>
</tr>
<tr>
<td>BUS125</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>COM151</td>
<td>The Microsoft® Office</td>
</tr>
</tbody>
</table>

Career Support (Required)  16 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS110</td>
<td>Business Math I</td>
</tr>
<tr>
<td>COM234</td>
<td>Desktop Applications</td>
</tr>
<tr>
<td>COM235</td>
<td>Spreadsheet Applications</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition</td>
</tr>
</tbody>
</table>

Electives (Select 2 *)  8 total credit hours required

To be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

For all courses: See course description for applicable prerequisites.

* Based on availability

For program disclosure information, please visit http://www.an.edu/programs/business-administration.
Health Science

The health science programs at American National University are a great fit for those who are both compassionate and career-oriented. The academic programs offered train students for a variety of in-demand, entry-level health care careers, whether you are looking for direct patient contact or prefer an administrative setting.

Industry professionals help build the program curricula, which are taught by faculty with real-world experience. The programs offered provide the in-depth knowledge and skills needed to seek health care-related certifications relative to the student’s field of study. Most programs include externship or practicum placements in clinical settings, as well as lab experience with up-to-date equipment and technologies. Many graduates of our programs find employment in hospitals, private medical practices, clinics, and labs.

Our health science diploma and undergraduate degree programs include diploma, associate’s degree, and bachelor’s degree programs designed to allow you to seamlessly continue your education as you advance in your career.

Debbie Bowman—Health Science
Bristol Campus

“From day one until the day I graduated, they have been so good to me, and treated me so well and wanted me to succeed.”

Debbie Bowman had worked for a local battery manufacturer for 18 years when she lost her job due to the plant’s closure. After returning to school in her mid-fifties with funding through the Trade Adjustment Act, the National College Workforce Development Grant, and other federal and state financial assistance, she had the opportunity to reinvent herself. After earning her degree in medical assisting at ANU, she has a new career working for a large health care provider.
Health Care Management (HCM) Bachelor's Degree

The Health Care Management degree program covers a broad range of topics, including health care law and ethics, public health, U.S. health systems, ambulatory and long-term care, hospital administration, and health policy. This program provides students with the health care, management, and technical skills needed for entry-level positions in a variety of medical administration settings.

In addition to the principal course of study, students may participate in an externship placement that will provide practical work experience.

180 credit hours required/360 quality points required All courses are 4 credit hours

Program Core (Required) 124 total credit hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACC102</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>BIO206</td>
<td>Diseases of the Human Body</td>
</tr>
<tr>
<td>BUS121</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>BUS224</td>
<td>Organizational Leadership</td>
</tr>
<tr>
<td>BUS225</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS227</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BUS310</td>
<td>Quality Assessments, Outcomes, and Improvements</td>
</tr>
<tr>
<td>COM151</td>
<td>The Microsoft® Office</td>
</tr>
<tr>
<td>COM234</td>
<td>Desktop Applications</td>
</tr>
<tr>
<td>COM235</td>
<td>Spreadsheet Applications</td>
</tr>
<tr>
<td>HCM201</td>
<td>Introduction to Health Care Management</td>
</tr>
<tr>
<td>HCM224</td>
<td>Health Care Economics</td>
</tr>
<tr>
<td>HCM302</td>
<td>Accounting and Billing Procedures for Health Care Management</td>
</tr>
<tr>
<td>HCM305</td>
<td>Computerized Health Information Systems</td>
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<tr>
<td>HCM310</td>
<td>Public Health Statistics</td>
</tr>
<tr>
<td>HCM313</td>
<td>Management of Information Technology for Health Care Professionals</td>
</tr>
<tr>
<td>HCM323</td>
<td>Advanced Health Care Law and Ethics</td>
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<tr>
<td>HCM423</td>
<td>Management of Physician Practices</td>
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<tr>
<td>HCM499</td>
<td>Directed Professional Practicum</td>
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<tr>
<td>KEY100**</td>
<td>Keyboarding I</td>
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<tr>
<td>MAT110</td>
<td>Business Math I</td>
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<tr>
<td>MED100</td>
<td>Terminology of Body Systems</td>
</tr>
<tr>
<td>MED104</td>
<td>Terminology of Body Support</td>
</tr>
<tr>
<td>MED160</td>
<td>Health Care Law and Ethics</td>
</tr>
<tr>
<td>MED261</td>
<td>A&amp;P: Systems of Transport and Support</td>
</tr>
<tr>
<td>MED262</td>
<td>A&amp;P: Body Control Systems</td>
</tr>
<tr>
<td>HCM320</td>
<td>Ethical Issues in Health Care</td>
</tr>
<tr>
<td>HCM325</td>
<td>Health/Safety Management Issues in the Workplace</td>
</tr>
<tr>
<td>HCM405</td>
<td>Long-term Care</td>
</tr>
<tr>
<td>HCM450</td>
<td>Politics of Health Care</td>
</tr>
</tbody>
</table>

Select 4 ***
### General Education

At least 1 from each discipline required; a minimum of 5 must be 300–400 level courses, 56 total credit hours required

<table>
<thead>
<tr>
<th>Written and Oral Communication</th>
<th>Social and Behavioral Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG102 English Composition*</td>
<td>REL330 World Religion</td>
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<tr>
<td>ENG126 Oral Communication</td>
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</table>

<table>
<thead>
<tr>
<th>Mathematics, Statistics, and Logic</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG215 Thinking Critically</td>
<td>GOV340 American Government</td>
</tr>
<tr>
<td>LOG357 Logic and Critical Thinking*</td>
<td>HIS290 American History 1945–Present</td>
</tr>
<tr>
<td>MAT101 Understanding Mathematics</td>
<td>HIS490 American Economic History</td>
</tr>
<tr>
<td>MAT214 Algebra</td>
<td>POL202 Political Science</td>
</tr>
<tr>
<td>MAT419 Introduction to Statistics</td>
<td>PRO453 Parliamentary Procedures/Group Dynamics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts and Humanities</th>
<th>Physical/Natural Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH205 Ethics*</td>
<td>BIO101 Introduction to Biology</td>
</tr>
<tr>
<td>GEN241 Cultural Appreciation</td>
<td>ENV101 Environmental Science</td>
</tr>
<tr>
<td></td>
<td>PER330 Personal Health*</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

** Check course description for successful completion of course requirement(s)

*** Based on availability

For program disclosure information, please visit http://www.an.edu/programs/administration-health-care-management-bachelors.
Health Information Management (HIM) Associate’s Degree

The Health Information Management degree program provides graduates with the skills necessary to compile, organize, analyze, evaluate, and secure information using health data, applications systems, and electronic health information databases. The program encompasses the disciplines of medicine, information management, and computer technology.

In addition to the principal course of study, students in the program will receive a background in computers and will participate in an externship placement that will further provide practical work experience.

96 credit hours required/192 quality points required  All courses are 4 credit hours

Program Core (Required)  72 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO206</td>
<td>Diseases of the Human Body</td>
</tr>
<tr>
<td>COM151</td>
<td>The Microsoft® Office</td>
</tr>
<tr>
<td>HIM101</td>
<td>Introduction to Health Information Management</td>
</tr>
<tr>
<td>HIM104</td>
<td>Legal and Ethical Practices in Health Information Management</td>
</tr>
<tr>
<td>HIM150</td>
<td>Pharmacology for Health Information Management</td>
</tr>
<tr>
<td>HIM160</td>
<td>Healthcare Delivery Systems</td>
</tr>
<tr>
<td>HIM200</td>
<td>Health Informatics</td>
</tr>
<tr>
<td>HIM201</td>
<td>Clinical Classification Systems I</td>
</tr>
<tr>
<td>HIM202</td>
<td>Clinical Classification Systems II</td>
</tr>
<tr>
<td>HIM205</td>
<td>Procedural Coding I</td>
</tr>
<tr>
<td>HIM206</td>
<td>Procedural Coding II</td>
</tr>
<tr>
<td>HIM208</td>
<td>Reimbursement Methodologies</td>
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<tr>
<td>HIM210</td>
<td>Advanced Coding</td>
</tr>
<tr>
<td>HIM249</td>
<td>Principles of Health Care Management</td>
</tr>
<tr>
<td>HIM250</td>
<td>Quality Management in Health Care</td>
</tr>
<tr>
<td>HIM298</td>
<td>RHIT Exam Success Class</td>
</tr>
<tr>
<td>HIM299</td>
<td>Professional Practice Experience</td>
</tr>
<tr>
<td>MED107</td>
<td>Medical Terminology</td>
</tr>
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</table>

General Education  At least 1 from each discipline required, 24 total credit hours required

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communication</td>
<td>ENG102 English Composition*</td>
</tr>
<tr>
<td></td>
<td>ENG126 Oral Communication</td>
</tr>
<tr>
<td>Mathematics, Statistics, and Logic</td>
<td>LOG215 Thinking Critically</td>
</tr>
<tr>
<td></td>
<td>MAT101 Understanding Mathematics</td>
</tr>
<tr>
<td></td>
<td>MAT214 Algebra</td>
</tr>
<tr>
<td></td>
<td>MAT220 Algebra and Basic Statistics*</td>
</tr>
<tr>
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<td>ETH205 Ethics</td>
</tr>
<tr>
<td></td>
<td>GEN214 Cultural Appreciation</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>POL202 Political Science</td>
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<tr>
<td></td>
<td>PSY127 Psychology</td>
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<td></td>
<td>PSY200 Human Growth and Development</td>
</tr>
<tr>
<td>Physical/Natural Science</td>
<td>BIO101 Introduction to Biology</td>
</tr>
<tr>
<td></td>
<td>BIO201 Basic Anatomy and Physiology I*</td>
</tr>
<tr>
<td></td>
<td>BIO202 Basic Anatomy and Physiology II*</td>
</tr>
<tr>
<td></td>
<td>CHM105 General, Organic Biochemistry</td>
</tr>
<tr>
<td></td>
<td>ENV101 Environmental Science</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

*  This program requires this General Education course or equivalent

For program disclosure information, please visit http://an.edu/programs/health-information-management-associates.
Medical Assisting (MAA) Associate’s Degree

The Medical Assisting degree program provides graduates with both clinical and administrative skills. The goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The practical and comprehensive coursework will include anatomy, physiology, medical terminology, pharmacology, administering injections, performing EKGs, and venipuncture.

In addition to the principal course of study, students in the program will receive a background in computers and may participate in an externship placement that will further provide practical work experience. Graduates of the Medical Assisting program are eligible to take the RMA (Registered Medical Assistant) exam, administered by the American Medical Technologists (AMT) or the CMA (Certified Medical Assistant) exam, administered by the American Association of Medical Assistants (AAMA).

96 credit hours required/192 quality points required

All courses are 4 credit hours

Program Core (Required) 56 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO206</td>
<td>Diseases of the Human Body</td>
</tr>
<tr>
<td>MED107</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MED110</td>
<td>Dosage and Calculation of Medications</td>
</tr>
<tr>
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<td>Health Care Law and Ethics</td>
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<td>MED175</td>
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<tr>
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<tr>
<td>MED225</td>
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<tr>
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</tr>
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</tr>
<tr>
<td>MED285</td>
<td>Medical Office Finance</td>
</tr>
<tr>
<td>MED298</td>
<td>Medical Assisting Exam Success Class</td>
</tr>
<tr>
<td>MED299</td>
<td>Medical Assisting Externship</td>
</tr>
</tbody>
</table>

Electives (Required) Select 4 16 credit hours students may only take two COM classes

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>COM151</td>
<td>The Microsoft Office *</td>
</tr>
<tr>
<td>COM234</td>
<td>Desktop Applications</td>
</tr>
<tr>
<td>COM235</td>
<td>Spreadsheet Applications</td>
</tr>
<tr>
<td>BUS125</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUS225</td>
<td>Business Communications</td>
</tr>
<tr>
<td>HIM201</td>
<td>Clinical Classification Systems I</td>
</tr>
<tr>
<td>HIM202</td>
<td>Clinical Classification Systems II</td>
</tr>
<tr>
<td>PEC110</td>
<td>Phlebotomy Techniques +</td>
</tr>
<tr>
<td>PEC115</td>
<td>ECG Interpretation +</td>
</tr>
<tr>
<td>PEC198</td>
<td>Phlebotomy and ECG Review +</td>
</tr>
<tr>
<td>PEC199</td>
<td>Phlebotomy and ECG Externship +</td>
</tr>
<tr>
<td>VEN199</td>
<td>Phlebotomy Directed Practice +</td>
</tr>
</tbody>
</table>

General Education At least 1 from each discipline required, 24 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT214</td>
<td>Algebra</td>
</tr>
</tbody>
</table>

Arts and Humanities

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH205</td>
<td>Ethics</td>
</tr>
<tr>
<td>GEN241</td>
<td>Cultural Appreciation</td>
</tr>
</tbody>
</table>
Social and Behavioral Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL202</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSY127</td>
<td>Psychology</td>
</tr>
</tbody>
</table>

Physical/Natural Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO201</td>
<td>Basic Anatomy &amp; Physiology I*</td>
</tr>
<tr>
<td>BIO202</td>
<td>Basic Anatomy &amp; Physiology II*</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent
+ Only offered to campuses approved to offer the PEC Program

For program disclosure information, please visit http://www.an.edu/programs/medical-assisting-associates.

Medical Assisting (MAC) Certificate

The Medical Assisting certificate program provides graduates with both clinical and administrative skills. The goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The practical and comprehensive coursework will include anatomy, physiology, pharmacology, administering injections, performing EKGs, and venipuncture.

In addition to the principal course of study, students in the program will receive a background in computers and may participate in an externship placement that will further provide practical work experience. Graduates of the Medical Assisting program are eligible to take the RMA (Registered Medical Assistant) exam, administered by the American Medical Technologists (AMT) or CMA (Certified Medical Assistant) exam, administered by AAMA (American Association of Medical Assistants).

48 credit hours required/96 quality points required  All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO206</td>
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<td>Medical Assisting Externship</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit http://www.an.edu/programs/medical-assisting-certificate
Medical and Health Services Management (MHSM) Bachelor’s Degree

The Medical and Health Services Management bachelor’s degree provides health care practitioners holding an associate degree or certificate in an allied health discipline with the skills and competencies needed to function as managers and supervisors in health care settings. The program provides a foundation in management, as well as specifics on leadership, ethics, law, health policy, economics, quality improvement, project management, evidence-based practice, and inter-professional healthcare collaboration. Students will be able to seek employment in management and supervisory positions in a variety of health related organizations including physician offices, hospitals, long term care facilities, and clinics. Specializations with specific coursework for the medical assistant, health information management practitioner, or a general healthcare practitioner are available.

180 credit hours required/360 quality points required All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM301</td>
<td>Introduction to Healthcare Management and Human Resources</td>
</tr>
<tr>
<td>HSM323</td>
<td>Advanced Healthcare Law and Bioethics</td>
</tr>
<tr>
<td>HSM324</td>
<td>Healthcare Economics</td>
</tr>
<tr>
<td>HSM390</td>
<td>Quality Improvement in Healthcare</td>
</tr>
<tr>
<td>HSM400</td>
<td>Inter-Professional Healthcare Collaboration</td>
</tr>
<tr>
<td>HSM420</td>
<td>Healthcare Project Management</td>
</tr>
<tr>
<td>HSM 440</td>
<td>Healthcare Evidence Based Practice and Research</td>
</tr>
<tr>
<td>HSM 490</td>
<td>Leadership in Healthcare</td>
</tr>
<tr>
<td>NUR430</td>
<td>Healthcare Policy</td>
</tr>
</tbody>
</table>

Medical Assisting Specialization 16 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM302</td>
<td>Accounting &amp; Billing Procedures for HSM</td>
</tr>
<tr>
<td>HSM315</td>
<td>Management in a Medical Practice Setting</td>
</tr>
</tbody>
</table>

Choose 1 4 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BUS217</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>BUS228</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>EDU300</td>
<td>Strategies for Teaching and Learning</td>
</tr>
<tr>
<td>EDU320</td>
<td>Theories and Principles of Adult Learning</td>
</tr>
<tr>
<td>HSM310</td>
<td>Public Health Statistics</td>
</tr>
</tbody>
</table>

Choose 1 4 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM200</td>
<td>Health Informatics</td>
</tr>
<tr>
<td>NUR400</td>
<td>Nursing Informatics</td>
</tr>
</tbody>
</table>

Health Information Management Specialization 16 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM300</td>
<td>Information Governance for Healthcare</td>
</tr>
<tr>
<td>HIM320</td>
<td>Advanced Healthcare Informatics</td>
</tr>
<tr>
<td>HIM400</td>
<td>Revenue Management and Compliance</td>
</tr>
<tr>
<td>HIM420</td>
<td>Healthcare Data Analytics</td>
</tr>
</tbody>
</table>
**General Healthcare Specialization** 16 total credit hours required

**Choose 3** 12 total credit hours required

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>HSM302</td>
<td>Accounting &amp; Billing Procedures for HSM</td>
</tr>
<tr>
<td>HSM310</td>
<td>Public Health Statistics</td>
</tr>
<tr>
<td>HSM315</td>
<td>Management in a Medical Practice Setting</td>
</tr>
<tr>
<td>BUS101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS125</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUS228</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BUS390</td>
<td>Research and Report Writing</td>
</tr>
<tr>
<td>HSM400</td>
<td>Inter-Professional Healthcare</td>
</tr>
<tr>
<td>EDU300</td>
<td>Strategies for Teaching and Learning</td>
</tr>
<tr>
<td>EDU320</td>
<td>Theories and Principles of Adult Learning</td>
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</table>

**Choose 1** 4 total credit hours required

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR400</td>
<td>Nursing Informatics</td>
</tr>
<tr>
<td>HIM200</td>
<td>Health Informatics</td>
</tr>
</tbody>
</table>

**Transfer Credit** 72 credit hours from an accredited allied health or nursing program (Additional transfer credits may be awarded based on individual student associate degree)

**General Education** 56 total credit hours required. 24 credits transferred from an accredited allied health program. The remaining 32 credits must be taken from those below with a minimum of five (5) 300-400 level courses.

**Written and Oral Communication**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG102</td>
<td>English Composition</td>
</tr>
<tr>
<td>ENG126</td>
<td>Oral Communication</td>
</tr>
</tbody>
</table>

**Mathematics, Statistics, and Logic**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG215</td>
<td>Thinking Critically</td>
</tr>
<tr>
<td>LOG357</td>
<td>Logic &amp; Critical Thinking</td>
</tr>
<tr>
<td>MAT101</td>
<td>Understanding Mathematics</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra</td>
</tr>
<tr>
<td>MAT419</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>MAT220</td>
<td>Algebra and Basic Statistics</td>
</tr>
</tbody>
</table>

**Arts and Humanities**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>GEN241</td>
<td>Cultural Appreciation</td>
</tr>
<tr>
<td>REL330</td>
<td>World Religion</td>
</tr>
<tr>
<td>ETH205</td>
<td>Ethics</td>
</tr>
</tbody>
</table>

**Social and Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>GOV340</td>
<td>American Government</td>
</tr>
<tr>
<td>HIS290</td>
<td>American History – 1945-present</td>
</tr>
<tr>
<td>HIS490</td>
<td>American Economic History</td>
</tr>
<tr>
<td>POL202</td>
<td>Political Science</td>
</tr>
<tr>
<td>PRO453</td>
<td>Parliamentary Procedures/Group Dynamics</td>
</tr>
<tr>
<td>PSY127</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSY200</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>SOC461</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

**Physical/Natural Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO101</td>
<td>Introduction to Biology</td>
</tr>
<tr>
<td>ENV101</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>PER330</td>
<td>Personal Health</td>
</tr>
<tr>
<td>CHM105</td>
<td>General, Organic, Biochemistry</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit http://www.an.edu/programs/medical-health-services-management.
Medical Office Professional 2016 (MOP) Diploma

The Medical Office Professional diploma program will prepare graduates to function in a medical health care environment. Students will gain knowledge and experience in medical office skills, including medical and general office technologies, managing medical office procedures, electronic medical records, records management and medical language. It is also designed to prepare students to take the National Center for Competency Testing (NCCT) National Certified Medical Office Assistant (NCMOA) Exam.

36 credit hours required/72 quality points required  All courses are 4 credit hours

Program Core (Required)  32 total credit hours required

<table>
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<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>COM151</td>
<td>The Microsoft Office</td>
<td>MED202</td>
<td>Clinical Medical Assisting</td>
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<tr>
<td>ENG102</td>
<td>English Composition</td>
<td>MED208</td>
<td>Medical Office Procedures</td>
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<td>Medical Terminology</td>
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<td>Communications for Healthcare Professionals</td>
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<tr>
<td>MED160</td>
<td>Health Care Law and Ethics</td>
<td>MED285</td>
<td>Medical Office Finances</td>
</tr>
</tbody>
</table>

Electives (Select 1 **)  4 total credit hours required

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<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
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<tr>
<td>BUS125</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>COM234</td>
<td>Desktop Applications</td>
</tr>
<tr>
<td>COM235</td>
<td>Spreadsheet Applications</td>
</tr>
<tr>
<td>MOP299</td>
<td>Medical Office Professional Externship and Review</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

* Check course description for successful completion of course requirement(s)

** Based on availability

For program disclosure information, please visit http://www.an.edu/programs/medical-office-professional.
Medical Office Professional 2017 (MOP) Diploma

The Medical Office Professional diploma program will prepare graduates to function in a medical health care environment. Students will gain knowledge and experience in medical office skills, including medical and general office technologies, managing medical office procedures, electronic medical records, records management and medical language. It is also designed to prepare students to take the National Center for Competency Testing (NCCT) National Certified Medical Office Assistant (NCMOA) Exam.

36 credit hours required/72 quality points required  All courses are 4 credit hours

Program Core (Required)  32 total credit hours required

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Electives (Select 1 **)  4 total credit hours required

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<tr>
<td>BUS125</td>
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</tbody>
</table>

For all courses: See course description for applicable prerequisites.

** Based on availability

For program disclosure information, please visit http://www.an.edu/programs/medical-office-professional.
Medical Billing and Coding (MCD) Diploma

The Medical Billing and Coding diploma program prepares graduates to perform many of the billing and coding duties of the medical office including accurately coding medical conditions and services, adhering to insurance plan rules and regulations, and operating a medical billing program.

Graduates are eligible to take the certification exam as a Medical Biller through the American Association of Medical Billers (AAMB), or the Certified Professional Coder (CPC) and Certified Professional Coder-Hospital (CPC-H) through the American Academy of Professional Coders (AAPC).

Graduates may be employed in physician’s offices, clinics, medical service bureaus, insurance companies, or through managed care plans.

48 credit hours required/96 quality points required  All courses are 4 credit hours

<table>
<thead>
<tr>
<th>Program Core (Required) 48 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO201 Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO202 Anatomy and Physiology II</td>
</tr>
<tr>
<td>BIO206 Diseases of the Human Body</td>
</tr>
<tr>
<td>COM151 The Microsoft Office</td>
</tr>
<tr>
<td>HIM201 Clinical Classification Systems I</td>
</tr>
<tr>
<td>HIM202 Clinical Classification Systems II</td>
</tr>
<tr>
<td>HIM205 Procedural Coding</td>
</tr>
<tr>
<td>HIM206 Procedural Coding II</td>
</tr>
<tr>
<td>HIM208 Reimbursement Methodologies</td>
</tr>
<tr>
<td>HIM210 Advanced Coding</td>
</tr>
<tr>
<td>MED107 Medical Terminology</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Electives (Select 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM104 Legal and Ethical Practices in Health Information Management</td>
</tr>
<tr>
<td>MED249 Medical Billing and Coding Externship and Review</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

* Check course description for successful completion of course requirement(s)

For program disclosure information, please visit http://www.an.edu/programs/medical-billing-coding.
Pharmacy Technician (PTA) Associate's Degree

The Pharmacy Technician degree program is designed to provide students with an understanding of medical and pharmaceutical technology, pharmacology, pharmacy record keeping, pharmaceutical techniques, and pharmacy law and ethics. In addition, an externship is required so students can receive hands-on experience in a pharmacy practice site.

A pharmacy technician supports and assists the licensed pharmacist with ordering, stocking, and packaging prescription and over-the-counter medicines. Other duties may include controlling inventory, maintaining records, preparing labels, and processing insurance claims.

Pharmacy Technician program graduates are eligible to sit for the Certified Pharmacy Technician (CPhT) exam offered by the Pharmacy Technician Certification Board (PTCB).

96 credit hours required/192 quality points required  All courses are 4 credit hours

Program Core (Required)  60 total credit hours required

<table>
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<td>BIO206</td>
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<td>Healthcare Law &amp; Ethics</td>
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<tr>
<td>MED218</td>
<td>Communication for the Healthcare Professional</td>
</tr>
<tr>
<td>PTA165</td>
<td>Pharmacy Law and Ethics</td>
</tr>
<tr>
<td>PTA178</td>
<td>Community Pharmacy Systems of Operation</td>
</tr>
<tr>
<td>PTA180</td>
<td>Community Pharmacy Systems of Operation Laboratory</td>
</tr>
<tr>
<td>PTA205</td>
<td>Pharmacology I for the Pharmacy Technician</td>
</tr>
<tr>
<td>PTA207</td>
<td>Pharmacology II for the Pharmacy Technician</td>
</tr>
<tr>
<td>PTA275</td>
<td>Intravenous Admixture and Compounding Lab</td>
</tr>
<tr>
<td>PTA278</td>
<td>Institutional Pharmacy Practice</td>
</tr>
<tr>
<td>PTA279</td>
<td>Community Pharmacy Technician Externship</td>
</tr>
<tr>
<td>PTA288</td>
<td>Pharmacy Technician Exam Success Class</td>
</tr>
<tr>
<td>PTA289</td>
<td>Institutional Pharmacy Technician Externship</td>
</tr>
</tbody>
</table>

Electives (Choose 3)  12 total credit hours required

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>BUS125</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUS217</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>BUS224</td>
<td>Organizational Leadership</td>
</tr>
<tr>
<td>BUS225</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS227</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>COM151</td>
<td>The Microsoft Office</td>
</tr>
<tr>
<td>COM234</td>
<td>Desktop Applications</td>
</tr>
<tr>
<td>COM235</td>
<td>Spreadsheet Applications</td>
</tr>
<tr>
<td>HCM201</td>
<td>Introduction to Healthcare Management</td>
</tr>
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</table>

General Education  At least 1 from each discipline required, 24 total credit hours required

Written and Oral Communication

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ENG102</td>
<td>English Composition*</td>
</tr>
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</table>

Mathematics, Statistics, and Logic

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>LOG215</td>
<td>Thinking Critically</td>
</tr>
<tr>
<td>MAT101</td>
<td>Understanding Mathematics</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra</td>
</tr>
</tbody>
</table>
**Arts and Humanities**
- ETH205 Ethics
- GEN241 Cultural Appreciation

**Social and Behavioral Sciences**
- POL202 Political Science
- PSY127 Psychology

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

For program disclosure information, please visit http://www.an.edu/programs/pharmacy-technician-associates.

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**Pharmacy Technician (PTH) Diploma**

The Pharmacy Technician diploma program provides students the opportunity to learn the basics of drug interactions, medical abbreviations, and patient communication. Training also includes a background in anatomy and physiology, and courses in Microsoft Office as well as health care law and ethics. In addition, an externship is required so students receive additional hands-on experience in a pharmacy practice site.

Pharmacy Technician graduates work in retail and non-retail pharmacies. This can include the town pharmacy, major pharmacy chains, grocery stores, a hospital or health care setting, or a mail-order pharmacy.

Pharmacy Technician program graduates are eligible to sit for the Certified Pharmacy Technician (CPhT) exam offered by the Pharmacy Technician Certification Board (PTCB).

**48 credit hours required/96 quality points required**

All courses are 4 credit hours

**Program Core (Required) 48 total credit hours required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MED110</td>
<td>Dosage and Calculations of Medications</td>
</tr>
<tr>
<td>MED218</td>
<td>Communication for the Healthcare Professional</td>
</tr>
<tr>
<td>PTA165</td>
<td>Pharmacy Law and Ethics</td>
</tr>
<tr>
<td>PTA178</td>
<td>Community Pharmacy Systems of Operation</td>
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<td>PTA180</td>
<td>Community Pharmacy Systems of Operation Laboratory</td>
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<td>Pharmacology I for the Pharmacy Technician</td>
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<td>PTA207</td>
<td>Pharmacology II for the Pharmacy Technician</td>
</tr>
<tr>
<td>PTA275</td>
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</tr>
<tr>
<td>PTA278</td>
<td>Institutional Pharmacy Practice</td>
</tr>
<tr>
<td>PTA279</td>
<td>Community Pharmacy Technician Externship</td>
</tr>
<tr>
<td>PTA288</td>
<td>Pharmacy Tech Exam Success Class</td>
</tr>
<tr>
<td>PTA289</td>
<td>Institutional Pharmacy Technician Externship</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit http://www.an.edu/programs/pharmacy-technician.
Phlebotomy and ECG Technician (PBY-ECG) Diploma

The Phlebotomy and ECG Technician Program prepares students for entry level careers as a phlebotomy and/or ECG technician. The program prepares students to collect and prepare blood specimens for laboratory testing. Additionally students will gain the skills and knowledge needed to perform diagnostic tests to assess a patient’s heart rhythm and rate and record the ECG. By combining these skills graduates will qualify for a variety of positions in healthcare. Real-world experience will be gained through an externship. Students will sit for the National Center for Competency Testing (NCCT) National Certified Phlebotomy Technician (NCPT) and the National ECG Technician (NCET) exams in the final course of the program. The program is transferrable to the Medical Assisting program for students wishing to pursue an associate degree in healthcare.

*Offered as a certificate program at the Cincinnati, Dayton and Youngstown Ohio campuses.

36 credit hours required/72 quality points required  All courses are 4 credit hours

Program Core (Required)  36 total credit hours required

<table>
<thead>
<tr>
<th>COM151</th>
<th>The Microsoft Office</th>
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</thead>
<tbody>
<tr>
<td>MED107</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MED160</td>
<td>Health Care Law and Ethics</td>
</tr>
<tr>
<td>BIO201</td>
<td>Basic Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO202</td>
<td>Basic Anatomy and Physiology II</td>
</tr>
<tr>
<td>PEC110</td>
<td>Phlebotomy Techniques</td>
</tr>
<tr>
<td>PEC115</td>
<td>ECG Interpretation</td>
</tr>
<tr>
<td>PEC198</td>
<td>Phlebotomy &amp; ECG Review</td>
</tr>
<tr>
<td>PEC199</td>
<td>Phlebotomy &amp; ECG Externship</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit http://www.an.edu/programs/phlebotomy
RN-BSN Program  (RNBSN) Bachelor’s Degree

This program is designed for those students who already have an associate degree in nursing and have an unencumbered license as a registered nurse. Building on the skills and knowledge gained in their associate degree students who complete the Bachelor of Science in Nursing program will have holistic and culturally sensitive care based on an understanding of the norms and health care beliefs and practices of various racial, ethnic, religious, socioeconomic, gender-specific, and age-related populations. The program is designed to utilize critical thinking skills learned, coupled with increased proficiency using the current and ever-changing health care information technologies to research, analyze and resolve health care issues professionally and within the community. Students will provide health care that demonstrates professional values and standards of practice. Students will learn to incorporate community resources to meet primary, secondary, and tertiary health care needs for individuals, families and communities.

Students who have completed an associate's degree in nursing from an accredited institution may enroll with immediate junior-level standing. A block of 120 quarter hours or equivalent semester hours (96 core credits and 24 general education credits) will be transferred into the program. These credits must include college-level lab-based courses in anatomy, physiology, and microbiology and college algebra. Students without these pre-requisite courses must complete these prior to enrolling in the RN-BSN program. Additional transfer of credit may be awarded based upon the University’s transfer of credit policy. Students must complete the required number of total credits to graduate from the bachelor's degree program.

Students must hold a current, unencumbered license as a registered nurse. Students may be required to participate in an interview to be admitted to the program.

180 credit hours required/360 quality points required  All courses are 4 credit hours

Program Core (Required)  28 total credit hours required

| NUR300  Professional Nursing Concepts and Trends | NUR415  Epidemiology for Nursing Practice |
| NUR330  Community/Public Health Nursing          | NUR430  Health Care Policy                |
| NUR400  Nursing Informatics                      | NUR440  Leadership and Management         |
| NUR410  Nursing Research and Evidence Based Practice |                                       |

General Education  At least one from each discipline required; a minimum of 5 must be 300-400 level courses, 56 total credit hours required

Written and Oral Communication

| ENG126  Oral Communication | GEN241  Cultural Appreciation |
| Mathematcs, Statistics, and Logic

| LOG215  Thinking Critically | REL330  World Religion |
| LOG357  Logic & Critical Thinking |    |
| MAT419*  Introduction to Statistics |    |

Social and Behavioral Sciences

| GOV340  American Government |    |
| HIS290  American History – 1945-present |    |
| HIS490  American Economic History |    |
| POL202  Political Science |    |
| PRO453  Parliamentary Procedures/Group Dynamics |    |
PSY127  Psychology
PSY200* Human Growth and Development
SOC461* Introduction to Sociology

Physical/Natural Science
BIO101  Introduction to Biology
ENV101  Environmental Science
PER330  Personal Health
CHM105* General, Organic and Biochemistry

For all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent
For program disclosure information, please visit http://www.an.edu/online/programs/rn-to-bsn.

Surgical Technology (SRG) Associate’s Degree
The Surgical Technology degree program is designed to prepare students for careers in the surgical field as integral members of the team of professionals who provide surgical care to patients before, during, and after surgery. Surgical Technology graduates possess expertise in the theory and application of sterile and aseptic techniques; they combine knowledge of anatomy and physiology, surgical procedures, and the implementation of tools and technologies to assist in surgical procedures. Classroom lecture and laboratory hands-on training is supplemented with clinical and externship experiences.

The program is designed to meet the standards required to take the Certified Surgical Technologist exam (CST), written and administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

96 credit hours required/192 quality points required

Program Core (Required) 68 total credit hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>BIO110</td>
<td>Microbiology for Health Science</td>
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<tr>
<td>BIO206</td>
<td>Diseases of the Human Body</td>
</tr>
<tr>
<td>MED100</td>
<td>Terminology of Body Systems</td>
</tr>
<tr>
<td>MED104</td>
<td>Terminology of Body Support</td>
</tr>
<tr>
<td>MED110</td>
<td>Dosage and Calculation of Medications</td>
</tr>
<tr>
<td>MED205</td>
<td>Introduction to Pharmacology</td>
</tr>
<tr>
<td>MED261</td>
<td>A&amp;P: Systems of Transport and Support</td>
</tr>
<tr>
<td>MED262</td>
<td>A&amp;P: Body Control Systems</td>
</tr>
<tr>
<td>SRG103</td>
<td>Introduction to Surgical Technology</td>
</tr>
<tr>
<td>SRG115</td>
<td>Surgical Technology I</td>
</tr>
<tr>
<td>SRG120</td>
<td>Surgical Technology II</td>
</tr>
<tr>
<td>SRG135</td>
<td>Surgical Procedures I</td>
</tr>
<tr>
<td>SRG238</td>
<td>Surgical Procedures II</td>
</tr>
<tr>
<td>SRG298</td>
<td>Surgical Technology Exam Success Class</td>
</tr>
<tr>
<td>SRG299</td>
<td>Surgical Procedures III</td>
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</table>

Career Support (Required) 4 total credit hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM151</td>
<td>The Microsoft® Office</td>
</tr>
</tbody>
</table>
**General Education**  
At least 1 from each discipline required, 24 total credit hours required

<table>
<thead>
<tr>
<th>Written and Oral Communication</th>
<th>Arts and Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG102 English Composition*</td>
<td>ETH205 Ethics</td>
</tr>
<tr>
<td>ENG126 Oral Communication</td>
<td>GEN241 Cultural Appreciation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics, Statistics, and Logic</th>
<th>Social and Behavioral Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG215 Thinking Critically</td>
<td>POL202 Political Science</td>
</tr>
<tr>
<td>MAT101 Understanding Mathematics</td>
<td>PSY127 Psychology*</td>
</tr>
<tr>
<td>MAT214 Algebra</td>
<td>PSY200 Human Growth and Development</td>
</tr>
<tr>
<td>MAT220 Algebra and Basic Statistic</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical/Natural Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO101 Introduction to Biology</td>
</tr>
<tr>
<td>CHM105 General, Organic Biochemistry</td>
</tr>
<tr>
<td>ENV101 Environmental Science</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

For program disclosure information, please visit http://www.an.edu/programs/surgical-technology-associates.
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Information Technology

Information and computer technology affects almost every aspect of modern life. Computer technicians, IT support specialists, and network administrators continue to be in high-demand.

The information technology (IT) programs at American National University offer students the opportunity to learn from IT professionals in the field who provide a balance of theory with on-the-job relevance to the coursework.

Students train in computer labs using current technologies, where they tackle real-world challenges in which simulate the experiences they’ll encounter on the job. In addition, our designation as a Microsoft IT Academy unlocks numerous opportunities for students to learn about the most widely used technologies in today’s workplace.

Our IT bachelor's, associate, and diploma programs include lecture and lab training in courses centered around programming, databases, networks, security, software development, operating systems, and web development.

Our IT coursework is designed to deliver hands-on experiences enabling students to build, configure, create, maintain, and secure network infrastructures.

Many of our courses prepare students to sit for recognized industry certification exams, such as CompTIA Network+, Microsoft Certified Solutions Associate (MCSA), or Cisco Certified Network Associate (CCNA), among others. These valuable credentials help graduates stand out in today’s competitive job market and broaden employment opportunities.

Daniel Paterson—Information Technology
Lynchburg Campus

“The extensive knowledge that I have acquired in the relatively short amount of time that I have been attending ANU has been beneficial to me. I have no doubt that my certifications I have achieved at ANU contributed in a large way to being selected to work the IT HelpDesk.”

Daniel Paterson chose ANU for its accelerated learning schedule, small class size, and the quality of its faculty. After earning CompTIA A+ and Network Pro certifications as part of his program, he was hired as an IT HelpDesk remote support specialist while still a student at ANU. He feels that the additional certifications that he plans to obtain while earning his degree at ANU will lead to advancement in his career.
Cybersecurity (CSYB) Bachelor’s Degree

The Cyber Security Bachelor program prepares graduates for careers in enterprise network security and security administration and management. These in-demand professionals are helping government and industry protect their physical and information assets from unauthorized access, malicious attacks and corporate or government sponsored espionage. The graduates of this program will possess skills in security and vulnerability assessment, threat analysis, network and infrastructure defense mechanisms, biometric technologies, computer forensics, and incident response and disaster recovery.

180 credit hours required/360 quality points required  All courses are 4 credit hours

Program Core (Required) 124 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CS100</td>
<td>Introduction to Computer Science</td>
</tr>
<tr>
<td>CS105</td>
<td>Introduction to Relational Database Management Systems</td>
</tr>
<tr>
<td>CS250</td>
<td>Systems Analysis &amp; Design I</td>
</tr>
<tr>
<td>CY100</td>
<td>Network Defense: Fundamentals and Protocols</td>
</tr>
<tr>
<td>CY103</td>
<td>Network Defense: Security Policy and Threats</td>
</tr>
<tr>
<td>CY105</td>
<td>Network Defense: Perimeter Defense Mechanisms</td>
</tr>
<tr>
<td>CY109</td>
<td>Network Defense: Security and Vulnerability Assessment</td>
</tr>
<tr>
<td>CY200</td>
<td>Security+</td>
</tr>
<tr>
<td>CY298</td>
<td>Systems and Information Security Career Success</td>
</tr>
<tr>
<td>CY300</td>
<td>Physical and Technical Security</td>
</tr>
<tr>
<td>CY302</td>
<td>Mobile Security</td>
</tr>
<tr>
<td>CY305</td>
<td>Software Security Technologies</td>
</tr>
<tr>
<td>CY307</td>
<td>Advanced Routing and Switching/Subnetting</td>
</tr>
<tr>
<td>CY310</td>
<td>Principles of Incident Response &amp; Disaster Recovery</td>
</tr>
<tr>
<td>CY315</td>
<td>Computer Forensics and Investigations</td>
</tr>
<tr>
<td>CY320</td>
<td>Cyber Security Law and Ethics</td>
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<tr>
<td>CY325</td>
<td>Biometrics: Application Technology and Management</td>
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<tr>
<td>CY335</td>
<td>Virtualization Security</td>
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<td>CY350</td>
<td>Information Security Fundamentals</td>
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<td>CY375</td>
<td>Computer Forensics</td>
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<td>CY400</td>
<td>Information Security Management</td>
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<td>CY405</td>
<td>Information Security Risk Management</td>
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<tr>
<td>CY410</td>
<td>Ethical Hacking and Network Defense</td>
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<tr>
<td>CY430</td>
<td>Principles of Cryptography</td>
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<tr>
<td>CY450</td>
<td>Incident Response and Disaster Recovery</td>
</tr>
<tr>
<td>IT110</td>
<td>Network I</td>
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<td>IT111</td>
<td>Network II</td>
</tr>
<tr>
<td>IT220</td>
<td>Cisco I</td>
</tr>
<tr>
<td>IT221</td>
<td>Cisco II</td>
</tr>
<tr>
<td>IT200</td>
<td>Technical Writing for Information Technology Professionals</td>
</tr>
<tr>
<td>IT330</td>
<td>Project Management for Information Technology Professionals</td>
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</tbody>
</table>

General Education  At least 1 from each discipline required; a minimum of 5 must be 300–400 level courses, 56 total credit hours required

Written and Oral Communication

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG102</td>
<td>English Composition*</td>
</tr>
<tr>
<td>ENG126</td>
<td>Oral Communication</td>
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</table>
Mathematics, Statistics, and Logic

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>LOG215</td>
<td>Thinking Critically</td>
</tr>
<tr>
<td>LOG357</td>
<td>Logic &amp; Critical Thinking*</td>
</tr>
<tr>
<td>MAT101</td>
<td>Understanding Mathematics</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra*</td>
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<tr>
<td>MAT419</td>
<td>Introduction to Statistics</td>
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Arts and Humanities

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<th>Course Title</th>
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<tr>
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<td>Ethics</td>
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<tr>
<td>GEN241</td>
<td>Cultural Appreciation</td>
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<td>REL330</td>
<td>World Religion</td>
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Social and Behavioral Sciences

<table>
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<th>Course Title</th>
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<tr>
<td>POL202</td>
<td>Political Science</td>
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</table>

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

For program disclosure information, please visit http://www.an.edu/programs/cybersecurity-bachelors.

Cybersecurity (CSY) Associate’s Degree

The Associate of Science degree in cybersecurity is designed to provide students with a strong foundation in the principles and methods of cybersecurity, as well as the organizational knowledge and tools for applying security measures across a variety of network architectures and settings.

In addition to serving as a strong foundation for pursuing a bachelor’s degree in cybersecurity, this associate degree program will provide the educational background and hands-on training necessary to successfully begin an entry-level career as an information assurance specialist, network security administrator, or network security analyst.

96 credit hours required/192 quality points required  All courses are 4 credit hours

Program Core (Required)  64 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS100</td>
<td>Introduction to Computer Science</td>
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<td>CS105</td>
<td>Introduction to Relational Database Management Systems</td>
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<td>CY100</td>
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<tr>
<td>CY105</td>
<td>Network Defense: Perimeter Defense Mechanisms</td>
</tr>
<tr>
<td>CY107</td>
<td>Network Defense: Securing and Troubleshooting Network Operating Systems</td>
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<tr>
<td>CY109</td>
<td>Network Defense: Security and Vulnerability Assessment</td>
</tr>
<tr>
<td>CY200</td>
<td>Security+</td>
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<tr>
<td>CY298</td>
<td>Systems and Information Security Career Success</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
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</tr>
<tr>
<td>ISE101</td>
<td>Implementing and Troubleshooting OS Technology</td>
</tr>
<tr>
<td>ISE102</td>
<td>Computer Hardware Technology</td>
</tr>
<tr>
<td>ISE103</td>
<td>Network+</td>
</tr>
<tr>
<td>ISE205</td>
<td>Windows Server Administration I</td>
</tr>
<tr>
<td>ISE227</td>
<td>Network Server Installation and Configuration</td>
</tr>
<tr>
<td>ISE230</td>
<td>Linux Administration</td>
</tr>
<tr>
<td>ISE241</td>
<td>Wireless Digital Communications</td>
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**Career Support (Required)**  
8 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>IT200</td>
<td>Technical Writing for Information Technology Professionals</td>
</tr>
<tr>
<td>IT250</td>
<td>Introduction to Statistics</td>
</tr>
</tbody>
</table>

**General Education**  
At least 1 from each discipline required, 24 total credit hours required

### Written and Oral Communication
- EN102 English Composition
- EN126 Oral Communication

### Mathematics, Statistics, and Logic
- LOG215 Thinking Critically
- MAT101 Understanding Mathematics
- MAT214 Algebra*
- MAT214 Algebra*

### Arts and Humanities
- ETH205 Ethics
- GEN241 Cultural Appreciation

### Social and Behavioral Sciences
- POL202 Political Science
- PSY127 Psychology

### Physical/Natural Science
- BIO101 Introduction to Biology
- ENV101 Environmental Science

For all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent

For program disclosure information, please visit http://www.an.edu/programs/cybersecurity.
Information Technology Skills (ITSC) Certificate

The Information Technology Skills Program (ITSP) is designed to take a student with limited Information Technology (IT) exposure and teach them the knowledge and skills necessary to become proficient in IT, and the opportunity to sit for industry certifications sufficient to begin a career in the IT field. Through a series of lectures and labs, the student will be presented challenges that require the application of skills and knowledge presented during the course. The program is designed with four principle objectives:

1. Build foundational IT hardware skills
2. Build foundational IT software skills
3. Build foundational IT server skills
4. Build practitioner level troubleshooting and problem resolution skills

48 credit hours required/96 quality points required  All courses are 4 credit hours

Program Core (Required)  48 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITS101</td>
<td>Computer Hardware Technology</td>
<td>ITS126</td>
<td>Installing and Configuring Windows Servers</td>
</tr>
<tr>
<td>ITS105</td>
<td>Implementing &amp; Troubleshooting Operating Systems</td>
<td>ITS130</td>
<td>Security+ Information Assurance Fundamentals</td>
</tr>
<tr>
<td>ITS110</td>
<td>Supporting Microsoft Office</td>
<td>ITS131</td>
<td>Secure Internet Works</td>
</tr>
<tr>
<td>ITS115</td>
<td>Network+ Networking Systems</td>
<td>ITS140</td>
<td>Administering Windows Server</td>
</tr>
<tr>
<td>ITS120</td>
<td>Information Technology Infrastructure Library</td>
<td>ITS150</td>
<td>Linux Operating Systems</td>
</tr>
<tr>
<td>ITS125</td>
<td>Supporting Windows 10</td>
<td>ITS175</td>
<td>Configuring Advanced Windows Server Services</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

Network Administration (NETB) Bachelor’s Degree

The Bachelors of the Network Administration program prepares its graduates as network administrators and computer systems analysts. These in-demand professions are helping governments and industry respond to the challenges of today's technically complex work place. They possess skills in computer hardware, software, Local and Wide Area Networking. They are versed in Network design and deployment and advanced server configuration, server management, and security, as well as emerging virtualization and server cloud technologies.

The Network Administration Bachelor’s degree program will provide graduates with the skills necessary for pursuing jobs in network administration, as well as the preparation to sit for recognized industry certifications.

180 credit hours required/360 quality points required  All courses are 4 credit hours
### Program Core (Required) 92 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS420</td>
<td>Project Management</td>
</tr>
<tr>
<td>COM151</td>
<td>Microsoft Office</td>
</tr>
<tr>
<td>CS105</td>
<td>Introduction to Relational Database Management Systems</td>
</tr>
<tr>
<td>CS250</td>
<td>Systems Analysis &amp; Design I</td>
</tr>
<tr>
<td>CY200</td>
<td>Security +</td>
</tr>
<tr>
<td>IT100</td>
<td>Electronics and Systems</td>
</tr>
<tr>
<td>IT101</td>
<td>Implementing and Troubleshooting OS Technology</td>
</tr>
<tr>
<td>IT102</td>
<td>Computer Hardware Technology</td>
</tr>
<tr>
<td>IT110</td>
<td>Network I</td>
</tr>
<tr>
<td>IT111</td>
<td>Network II</td>
</tr>
<tr>
<td>IT215</td>
<td>Client Configuration I</td>
</tr>
<tr>
<td>IT216</td>
<td>Client Configuration II</td>
</tr>
<tr>
<td>IT220</td>
<td>CISCO I</td>
</tr>
<tr>
<td>IT221</td>
<td>CISCO II</td>
</tr>
<tr>
<td>IT300</td>
<td>LINUX Operations</td>
</tr>
<tr>
<td>IT310</td>
<td>IT Operations Management</td>
</tr>
<tr>
<td>IT330</td>
<td>Project Management for Information Technology Professionals</td>
</tr>
<tr>
<td>NET205</td>
<td>Windows Server Administration</td>
</tr>
<tr>
<td>NET227</td>
<td>Network Server Installation and Configuration</td>
</tr>
<tr>
<td>NET228</td>
<td>Network Server Core Services</td>
</tr>
<tr>
<td>NET229</td>
<td>Network Server Advanced Services</td>
</tr>
<tr>
<td>NET300</td>
<td>Designing and Implementing a Server Infrastructure</td>
</tr>
<tr>
<td>NET400</td>
<td>Implementing an Advanced Server Infrastructure</td>
</tr>
<tr>
<td>BUS101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS217</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>IT200</td>
<td>Technical Writing for Information Technology Professionals</td>
</tr>
<tr>
<td>IT230</td>
<td>Help Desk Remote Services</td>
</tr>
<tr>
<td>IT315</td>
<td>Application Development</td>
</tr>
<tr>
<td>IT335</td>
<td>Principles of Cryptography</td>
</tr>
<tr>
<td>IT400</td>
<td>Information Security Governance</td>
</tr>
<tr>
<td>IT425</td>
<td>Managing Innovation</td>
</tr>
<tr>
<td>NET315</td>
<td>VOIP &amp; Unified Communications</td>
</tr>
<tr>
<td>NET310</td>
<td>Implementing Collaborative Services</td>
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</table>

### Electives – Select 8 32 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BUS101</td>
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<tr>
<td>BUS217</td>
<td>Organizational Behavior</td>
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<tr>
<td>IT200</td>
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</tr>
<tr>
<td>IT230</td>
<td>Help Desk Remote Services</td>
</tr>
<tr>
<td>IT315</td>
<td>Application Development</td>
</tr>
<tr>
<td>IT335</td>
<td>Principles of Cryptography</td>
</tr>
<tr>
<td>IT400</td>
<td>Information Security Governance</td>
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<tr>
<td>IT425</td>
<td>Managing Innovation</td>
</tr>
<tr>
<td>NET315</td>
<td>VOIP &amp; Unified Communications</td>
</tr>
<tr>
<td>NET310</td>
<td>Implementing Collaborative Services</td>
</tr>
</tbody>
</table>

### General Education  At least 1 from each discipline required; a minimum of 5 must be 300–400 level courses, 56 total credit hours required

#### Written and Oral Communication
- ENG102  English Composition*
- ENG126  Oral Communication

#### Mathematics, Statistics, and Logic
- LOG215  Thinking Critically
- LOG357  Logic & Critical Thinking*
- MAT101  Understanding Mathematics
- MAT214  Algebra*
- MAT419  Introduction to Statistics
- MAT220  Algebra and Basic Statistics

#### Arts and Humanities
- ETH205  Ethics
- GEN241  Cultural Appreciation
- REL330  World Religion

#### Social and Behavioral Sciences
- GOV340  American Government
- HIS290  American History – 1945-present
- HIS490  American Economic History
- POL202  Political Science
- PRO453  Parliamentary Procedures/Group Dynamics
### Network Support (NET) Associate’s Degree

The Associate of Network Support program prepares graduates as network and computer systems support engineers or analysts. These in-demand professionals are helping governments and industry respond to the challenges of today’s technically complex workplace. They possess skills in computer hardware, software, Local and Wide Area Networking. They are skilled in basic and advanced server configuration, server management, and security, as well as emerging virtualization and server cloud technologies.

The network support associate degree program will provide graduates with the foundation for pursuing a bachelor’s degree in network administration, as well as the preparation to sit for recognized industry certifications, including CompTia’s A+, NET+, and Microsoft Certified Solutions Associate (MCSA).

**96 credit hours required/192 quality points required** All courses are 4 credit hours

#### Program Core (Required) 72 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>COM151</td>
<td>The Microsoft Office</td>
</tr>
<tr>
<td>CS105</td>
<td>Introduction to Relational Database</td>
</tr>
<tr>
<td></td>
<td>Management Systems</td>
</tr>
<tr>
<td>CY200</td>
<td>Security +</td>
</tr>
<tr>
<td>IT100</td>
<td>Electronics and Systems</td>
</tr>
<tr>
<td>IT101</td>
<td>Implementing &amp; Troubleshooting OS</td>
</tr>
<tr>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>IT102</td>
<td>Computer Hardware Technology</td>
</tr>
<tr>
<td>IT110</td>
<td>Network I</td>
</tr>
<tr>
<td>IT111</td>
<td>Network II</td>
</tr>
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<td>IT230</td>
<td>Help Desk Remote Services</td>
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<tr>
<td>NET205</td>
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</tr>
<tr>
<td>NET227</td>
<td>Network Server Installation and Configuration</td>
</tr>
<tr>
<td>NET228</td>
<td>Network Server Core Services</td>
</tr>
<tr>
<td>NET229</td>
<td>Network Server Advanced Services</td>
</tr>
<tr>
<td>NET298</td>
<td>Network Administration Certification and Career Success</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

For program disclosure information, please visit [http://www.an.edu/programs/network-administration-bachelor](http://www.an.edu/programs/network-administration-bachelor)
### General Education
At least 1 from each discipline required, 24 total credit hours required

<table>
<thead>
<tr>
<th>Written and Oral Communication</th>
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<tbody>
<tr>
<td>ENG102 English Composition</td>
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<td>ENG126 Oral Communication</td>
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<table>
<thead>
<tr>
<th><strong>Mathematics, Statistics, and Logic</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG215 Thinking Critically</td>
<td></td>
</tr>
<tr>
<td>MAT101 Understanding Mathematics</td>
<td></td>
</tr>
<tr>
<td>MAT214 Algebra**</td>
<td></td>
</tr>
<tr>
<td>MAT220 Algebra and Basic Statistics**</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Arts and Humanities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH205 Ethics</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Social and Behavioral Sciences</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN241 Cultural Appreciation</td>
<td></td>
</tr>
<tr>
<td>POL202 Political Science</td>
<td></td>
</tr>
<tr>
<td>PSY127 Psychology</td>
<td></td>
</tr>
<tr>
<td>PSY200 Human Growth and Development</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Physical/Natural Science</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO101 Introduction to Biology</td>
<td></td>
</tr>
<tr>
<td>ENV101 Environmental Science</td>
<td></td>
</tr>
<tr>
<td>CHM105 General, Organic Biochemistry</td>
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</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

**This program requires either MAT214 or MAT220 or equivalent.**

For program disclosure information, please visit [http://an.edu/programs/networksupport](http://an.edu/programs/networksupport)
Paralegal

The Paralegal program prepares graduates for paralegal or legal assistant roles under the supervision of an attorney. While lawyers are ultimately responsible for legal work, many tasks are often delegated to paralegals. This program provides students with the skills and knowledge to work competently in a law office or other legal setting.

The university offers both an associate degree program and a certificate program in paralegal studies. The Paralegal programs at the Roanoke Valley and Dayton, OH Campuses are taught by practicing attorneys and legal professionals and have been approved by the American Bar Association (ABA). The ABA approves only select collegiate programs that have been found to meet its standards.

“For paralegals who come into the field, no matter which area you go into, every day you’re helping people…and very important help.” Linda Slough, Attorney and Paralegal Program Director at American National University

**Ebony Hicks—Paralegal**

*Roanoke Valley Campus*

“I loved the fact that they tied so much into my program. I got a little bit of everything I needed to start out in the working world. It wasn’t just concentrated on the law; I got a little bit of how to conduct yourself in a business atmosphere, they touched bases on computer courses, and they actually gave me the skills to run a small office as a paralegal-- and that is very hard to find [in a paralegal program].”

Ebony Hicks, a mother of five young children, was working as a billing specialist when the medical supply company she worked for began to downsize. She decided to make a career change and was drawn to the legal field. After researching local paralegal programs, she was intrigued that ANU’s was the only one that offered an American Bar Association-approved paralegal program. She also appreciated that all of her paralegal instructors were practicing attorneys who could give insight into their daily expectations for paralegals. During her final term, Ebony completed an externship that led to a full-time job as a deputy clerk at the juvenile and domestic relations district court soon after graduating. Ebony hopes to one day become an attorney and eventually a Guardian ad Litem, working on behalf of children.
**Paralegal (PLG) Associate’s Degree**

The Paralegal degree program is designed to provide graduates with a broad-based understanding of the core areas of law and the court system, including terminology used in the legal system and how to understand legal documents, contracts, and other legal material. Graduates are prepared to draft routine pleadings and other legal documents, interview clients, conduct independent research of non-legal matters and simple legal questions, and draft legal memoranda.

The coursework and instructors will prepare graduates to take the Certified Legal Assistant (CLA) or Certified Paralegal (CP) exam administered by the National Association of Legal Assistants (NALA).

96 credit hours required/192 quality points required  All courses are 4 credit hours

<table>
<thead>
<tr>
<th>Program Core (Required) 32 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLG102  Introduction to Paralegal Studies</td>
</tr>
<tr>
<td>PLG207  Legal Research and Writing</td>
</tr>
<tr>
<td>PLG214  Family Law</td>
</tr>
<tr>
<td>PLG215  Torts and Personal Injury</td>
</tr>
<tr>
<td>PLG216  Estate Administration and Elder Law</td>
</tr>
<tr>
<td>PLG229  Legal Office Procedures</td>
</tr>
<tr>
<td>PLG250  Pretrial Discovery and Trial Preparation</td>
</tr>
<tr>
<td>PLG262  Criminal Law and Procedure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Core (Select 4) 16 total credit hours required</th>
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</thead>
<tbody>
<tr>
<td>BUS223  Sales and Contract Law</td>
</tr>
<tr>
<td>MED160  Health Care Law &amp; Ethics</td>
</tr>
<tr>
<td>PLG213  Medical Records Analysis</td>
</tr>
<tr>
<td>PLG232  Bankruptcy and Collections Procedures</td>
</tr>
<tr>
<td>PLG252  Real Estate Practices</td>
</tr>
<tr>
<td>PLG299  Paralegal Externship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Support (Select 5) 20 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS+  Business Elective</td>
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<tr>
<td>BUS+  Business Elective</td>
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<tr>
<td>BUS+  Business Elective</td>
</tr>
<tr>
<td>BUS+  Business Elective</td>
</tr>
<tr>
<td>COM151  The Microsoft® Office</td>
</tr>
<tr>
<td>COM235  Spreadsheet Applications</td>
</tr>
<tr>
<td>KEY100** Keyboarding I</td>
</tr>
<tr>
<td>KEY183** Keyboarding II</td>
</tr>
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<table>
<thead>
<tr>
<th>General Education  At least 1 from each discipline required, 28 total credit hours required</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Written and Oral Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG102  English Composition*</td>
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<tr>
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<td>LOG215  Thinking Critically</td>
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<tr>
<td>MAT214  Algebra</td>
</tr>
<tr>
<td>MAT220  Algebra and Basic Statistics</td>
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### Arts and Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ETH205</td>
<td>Ethics</td>
</tr>
<tr>
<td>GEN241</td>
<td>Cultural Appreciation</td>
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### Social and Behavioral Sciences

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>POL202</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSY127</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSY200</td>
<td>Human Growth and Development</td>
</tr>
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</table>

### Physical/Natural Science

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>CHM105</td>
<td>General, Organic Biochemistry</td>
</tr>
<tr>
<td>ENV101</td>
<td>Environmental Science</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent
** Check course description for successful completion of course requirement(s)
+ Business Elective—Student may choose from any business course offered at the campus.

For program disclosure information, please visit http://www.an.edu/programs/paralegal-associates.
Paralegal Studies (PLGC) Certificate

The Certificate Program in Paralegal Studies is designed for students who have already earned an academic associate or bachelor's degree and wish to develop the skills necessary to become a paralegal. The program provides a broad-based understanding of the core areas of law and the court system, including terminology used in the legal system and how to understand legal documents, contracts, and other legal material. Graduates are prepared to draft routine pleadings and other legal documents, interview clients, conduct independent research of non-legal matters and simple legal questions, and draft legal memoranda.

32 credit hours required/64 quality points required  All courses are 4 credit hours

Program Core (Required) 32 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLG102</td>
<td>Introduction to Paralegal Studies</td>
<td>PLG229</td>
<td>Legal Office Procedures</td>
</tr>
<tr>
<td>PLG207</td>
<td>Legal Research &amp; Writing</td>
<td>PLG250</td>
<td>Pretrial Discovery &amp; Trial Preparation</td>
</tr>
<tr>
<td>PLG214</td>
<td>Family Law</td>
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<td>Criminal Law &amp; Procedure</td>
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<tr>
<td>PLG215</td>
<td>Torts and Personal Injury</td>
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Select 1

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<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLG213</td>
<td>Medical Records Analysis</td>
<td>PLG252</td>
<td>Real Estate Practices</td>
</tr>
<tr>
<td>PLG216</td>
<td>Estate Administration and Elder Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLG232</td>
<td>Bankruptcy &amp; Collection Procedures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit http://www.an.edu/programs/paralegal-studies-certificate.
English as a Second Language

Gereltuya “Tuya” Gonchig—English as a Second Language
Roanoke Valley Campus

“This is one of the best experiences of my life. The instructors always have time to hear about our concerns and really care about the students, even beyond our studies. For people who are new here in the USA, especially people here for the first time, it can be very difficult, but the instructors make us feel secure and safe, that we could go to them any time.”

Originally from Mongolia, Gereltuya “Tuya” Gonchig has found a sense of home at the Roanoke Valley Campus. She initially enrolled in the English as a Second Language (ESL) program, but after completing it last fall, felt confident in her English skills and decided to continue on her educational journey at ANU by enrolling in the MBA program. Her goal is to one day work in top management for an international company.
English as a Second Language (ESL)

American National University’s English as a Second Language (ESL) program provides comprehensive training at several levels in the English language to meet the needs of non-native students. The program consists of practical language education for students preparing to take the Test of English as a Foreign Language (TOEFL) for admission into academic programs, as well as improving the learning skills needed for success in academic coursework. This program includes extra-curricular activities that enhance and reinforce the student’s learning of English.

1,440 Contact Hours  All courses are zero (0) credit hours

Program Core (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ESL1111</td>
<td>Beginning English – Reading, Writing, and Grammar</td>
</tr>
<tr>
<td>ESL2211</td>
<td>Beginning English – Listening, Speaking, and Vocabulary</td>
</tr>
<tr>
<td>ESL1112</td>
<td>Foundations of English – Reading, Writing, and Grammar</td>
</tr>
<tr>
<td>ESL2212</td>
<td>Foundations of English – Listening, Speaking, and Vocabulary</td>
</tr>
<tr>
<td>ESL1113</td>
<td>Intermediate English I – Reading, Writing, and Grammar</td>
</tr>
<tr>
<td>ESL2213</td>
<td>Intermediate English I – Listening, Speaking, and Vocabulary</td>
</tr>
<tr>
<td>ESL1114</td>
<td>Intermediate English II – Reading, Writing, and Grammar</td>
</tr>
<tr>
<td>ESL2214</td>
<td>Intermediate English II – Listening, Speaking, and Vocabulary</td>
</tr>
<tr>
<td>ESL1115</td>
<td>Introduction to Advanced English – Reading, Writing, and Grammar</td>
</tr>
<tr>
<td>ESL2215</td>
<td>Introduction to Advanced English – Listening, Speaking, and Vocabulary</td>
</tr>
<tr>
<td>ESL1116</td>
<td>Advanced English Preparation – Reading, Writing, and Grammar</td>
</tr>
<tr>
<td>ESL2216</td>
<td>Advanced English Preparation – Listening, Speaking, and Vocabulary</td>
</tr>
</tbody>
</table>
ESL Policies & Procedures

The following policies apply specifically to the English as a Second Language Program. These policies will override those applicable to academic programs in the event of conflicting statements.

Terms
The ESL program operates on ten-week terms offering students 5 terms per calendar year. Beginning the second week of any term, students entering the program mid-term may enroll in the level of classes that is best suited to their current ability and complete on an audit basis.

ESL Course Numbering
The numbering system of the ESL courses is a four (4) numerical system. The first two numbers represent the subject matter: 11 represents Reading, Writing and Grammar, 22 represents Listening and Speaking and Vocabulary. The last two numbers represent the level or degree of difficulty of the course. The degrees of difficulty range from 01-06; for example, course ESL1111 represents the beginning level for Reading, Writing, and Grammar, and the course 1116 represents the highest degree for Reading, Writing, and Grammar.

Standard Course Load and Program Length
Full-time students in the ESL program will take two classes per ten-week term.

University Placement Evaluations
Students entering the ESL program will take the nationally recognized CaMLA English Placement Test (EPT) for placement into the appropriate level of the program.

Program Progress Requirements
Students may not attempt more than 18 courses (150% of the normal program length) in pursuit of completing the program.

ESL Curriculum Policies
A final examination will be conducted at the completion of each ESL program level. The examination will be comprised of the CaMLA(for speaking and writing) and the other remaining “language” skills will be assessed using tools aligned with the curriculum for each level.

Students who have successfully completed the current level may ask to complete a challenge examination for the next level up to and including level 6. All challenge examinations are to be completed prior to the first week of the term.

No student is permitted to transfer to an academic program prior to successful completion of level 6.

Institutional Dismissal
Students not completing the program within the maximum time frame of 18 course attempts will be dismissed from the institution.

Leave of Absence
A leave of absence has no effect on the student’s progress through the program, except that it may impede or advance a student’s assessment on the language placement test upon returning to the program.

Repetitions
A student may repeat a course, and the highest grade will be recorded on the transcript.
Attendance Policy

Class Hours Missed

Students enrolled in the ESL program may miss a maximum of 20% of instructional hours per class per term. Students who are absent beyond this maximum will be administratively withdrawn from the class. The University does not have a program of “excused” absences. All absenteeism will count against the total maximum allowed. Students are strongly encouraged to attend every class.

Tuition Fees and Charges

Application Fee - $50 (the application fee is waived for government-sponsored students)
ESL TUITION - $2,550 Per Term
Effective Term 163
ESL TUITION - $3,060 Per Term

Audit Classes

Students who enter a term after the first week of classes will be charged tuition on a pro-rata basis for the remainder of the term.

If a student arrives more than 5 days after a term has begun, that student will be admitted as an “Audit” student for the remainder of that term and receive a grade designation of AU.

Audit courses will not be counted toward the number of course attempts for Program Progression.

Refund Policy

Any refunds will follow the Institutional Refund policy as outlined in the Administrative Policies section of the catalog.

Additional Programmatic Charges

PLACEMENT TESTING - $50

This is a one-time fee to assess the student’s current level of English proficiency for placement into the correct level of the program. Students who are absent for two or more consecutive terms will have to take the placement test again and will be assessed the fee accordingly.

COURIER FEE: This one-time fee is for delivery of the I-20 form outside of the U.S. $75
TECHNOLOGY FEE: This fee is assessed on a per-term basis. $65
CULTURAL ACTIVITIES FEE: This fee is assessed on a per-term basis to allow students the opportunity to experience American culture as it relates to their fluency with the English language. $205
Distance Education Courses

American National University offers flexibility with Distance Education courses. There are different types of distance education: Video conferencing classes which require a student to be on a campus and will receive instruction through a video instructor and students from other campuses, and Online Courses through the Blackboard Learning Management system.

American National University understands that students often lead a busy life. With this in mind, we offer full online programs, and blended programs that may include campus based classes, video conferencing classes and online classes with emphasis in the IT field, Health Care field, and Management/Accounting field, as well as a Master of Business Administration, and a Master of Business in Administration-IT and a Master of Science in Nursing. Our programs offer a convenient and flexible medium for learning, and they are taught by caring faculty dedicated to your success. The eUniversity support staff is ready to assist and advise students with financial aid, scheduling, books, tutoring, refresher courses, and career services.

Brittany Hensley
ANU Online

“I don’t know where I’d be without National.”

After graduating from the Richmond, Kentucky Campus, Brittany Hensley has found a rewarding career working as a registered medical assistant. While she loves everything about her job, she’s determined to continue to advance in the medical field, so she has enrolled in the medical and health services management bachelor’s degree program through ANU Online to help her take her career to the next level. She’s pleased that she’ll be able to complete the bachelor’s program quickly, with the transfer of her credits from her associate’s degree program allowing her to enter the MHSM program at junior-level standing.
There are certain hardware and software requirements for online courses. Necessary resources and equipment include:

- Desktop or laptop computer utilizing Windows 7, 8 or 10; Macintosh OS 10.9 or higher
- Broadband Internet Access
- Java version 7 or higher
- Pop-up blockers disabled
- Browser: Firefox from Mozilla version 31 or higher, Chrome from Google version 35 or higher, Safari version 6 or higher, Internet Explorer Version 11 or higher (Firefox is the preferred browser)
- Adobe Reader version 9 or higher
- Adobe Flash Player version 10 or higher
- Apple Quicktime Player version 7 or higher
- Microsoft Office 365 (available free to students via download)

Please note that Chromebooks are not a supported system in Blackboard. Some features of Blackboard may not work when using a Chromebook.

It is not recommended that you attempt to complete an online course using only a Chromebook, tablet or smartphone. While some features and assignments may work successfully, others will not.

Some courses may require additional software. Please check your course syllabus. Some courses will have software access codes or keys that are purchased with the textbook.

All fully online programs and any online courses (Except HIM though American National University – Youngstown) are offered through the Roanoke Valley Campus through consortium agreement with the other American National University Campuses. Only students enrolled through the Roanoke Valley Campus and the Youngstown Campus may take 100% of their program online. Students taking distance education classes through consortium agreement may take up to 49% of their program through that delivery mode, and still remain enrolled through their home campus.

The Youngstown Campus offers online classes in the HIM program only to other American National University Campuses through consortium agreement.

If you have a busy life but still want that degree or simply enjoy a flexible schedule, then earning your degree with American National University online may be the option for you. To find out more about program offerings in your area, please call (888) 410-6109.

Classes that a student may take online are denoted in parenthesis with the “ON” suffix. For example: ACC101 (ACC101ON)—this class may be taken online or on campus.
Master’s Programs

American National University offers master’s degrees in Business Administration and Business Administration—Information Technology as well as a Master of Science in Nursing, Master of Science in Cybersecurity, and Master of Science in Information Technology. Our graduate programs build upon the solid foundation of American National University’s current undergraduate curricula and offer a career-focused opportunity for bachelor’s degree holders to earn a master’s degree, becoming better-equipped to handle upper-level business challenges and assume leadership roles in business, healthcare, industry, and society. Our programs are designed to improve graduates’ opportunities in both the private and public job markets, with a primary focus on career development and enhancement.

Our master’s degree programs provide students with a broad, cross-functional approach to numerous business and healthcare fields. The courses for the programs were carefully chosen to help students develop analytical and decision-making skills, while providing the foundational knowledge necessary for managerial proficiency.

Kathy Garrison—Master’s
Roanoke Valley Campus

“There’s something about this school—I fell in love with it. Everybody’s friendly, and they know me.”

Kathy Garrison is a retired fuel handler for the U.S. Army. She earned her associate’s and bachelor’s degrees from the Roanoke Valley Campus, and then went on to earn her Master of Business Administration degree, as well. She was able to use her GI Bill, as well as American National University’s exclusive Blue Ribbon Grant and Armed Forces Recognition Grant to fund her education. She is using the skills she gained in the MBA program to start her own non-profit organization.
Admission Requirements

American National University seeks prospective Master degree students from a wide range of academic fields and professional experiences who demonstrate strong leadership skills and have clear professional goals. We select those candidates who we believe will succeed at American National University and throughout their chosen careers. We welcome applications from graduates of accredited colleges and universities or an appropriately certified foreign institution in all academic disciplines. The Admissions Committee considers the following aspects of a candidate’s profile when evaluating each application:

1. Baccalaureate degree from an accredited institution.
2. Official transcripts from all accredited colleges or universities attended. For colleges and universities outside of the U.S., transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services).
3. Students may be officially admitted to a Master’s program with a cumulative GPA (CGPA) of 2.5 (on a 4.0 scale) or higher over the course of all undergraduate studies toward a Baccalaureate degree. For students who achieved below a 2.5 CGPA in their undergraduate studies, the Graduate Admissions Committee will condition continued enrollment beyond the first term on the achievement of a 2.75 GPA or higher in the first term, and strongly recommend that such students take a maximum of eight credits during the first term.
4. Personal interview. Applicant must complete a personal interview conducted by the Graduate Admissions Committee.
5. Submission of a resume or curriculum vitae.

Admission of International Students

In addition to the general requirements of the University, effective May 15, 2017, prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Master’s Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.
2. A minimum score on the College Board Accuplacer ESL Exam Series as follows:
   - ESL Language Use: Score of 85
   - ESL Listening: Score of 80
   - ESL Sentence Meaning: Score of 90
   - ESL Writeplacer: Score of 4
   - Comprehensive Score for all exams of 350
3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam.
4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
5. A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A “B” or higher is required for master’s degree, first professional degree, or professional doctoral degree.

Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

Current policies of the U.S. Immigration and Customs Department state that international students must prove that financial responsibility will be met. Once these requirements have been met and the student is accepted for
admission to the University, an I-20 will be issued. Upon receipt of the I-20, the student is required to complete the form I-901 and submit a $200 fee to the U.S. Department of Homeland Security. These students are covered under the institution’s regular refund policy.

**Admissions Process**

Applicants send to American National University their application, application fee, and resume or curriculum vitae. Foreign baccalaureate holders must provide additional documentation as described above. American National University's Admission Department assembles a file for each applicant with these materials. Once the file is complete, the file is forwarded to the Graduate Admissions Committee.

After an evaluation by the Graduate Admissions Committee of the admission documents, determination is made whether to offer the applicant entrance into a master’s program. If a student is to be admitted, the Admissions Committee will notify, in writing, the student of his/her acceptance. If a student’s application is refused, the applicant will be notified, in writing, of the decline. The application fee is non-refundable. An applicant who is refused may re-apply in another term. All applicants who decide to commit to a master's program will need to reply to the Graduate Admissions Committee their intent concerning acceptance within 30 days of the receipt of the acceptance letter.

Computers are integral tools in a master’s program classroom; therefore, students are required to own or have access to a computer and the internet.

**Master of Science in Nursing Admission Requirements**

1. Admission requirements for MSN program
   - Bachelors of Science in Nursing from an accredited institution
   - Current valid unencumbered RN License
   - Admission essay
   - Resume
   - 2.5 GPA
   - Statistics (MATH 419)

2. Provisional admission to MSN program (without any bachelor's degree) requires completion of BSN with MSN.
   - Associate Degree in Nursing from an accredited institution
   - Current valid unencumbered RN License
   - Completion of laboratory based anatomy, physiology, microbiology, and algebra
   - Admission essay
   - Resume
   - 2.5 GPA
   - Completion of the BSN requirements

3. Admission to RN to MSN program with a bachelor’s degree in a discipline other than nursing
   - Bachelors Degree from an accredited institution
   - Current valid unencumbered RN License
   - Completion of laboratory based anatomy, physiology, microbiology, and algebra
   - Completion of the following BSN courses or equivalent:
     - A course in Community/Public Health Nursing or credit for life experience for documented work history in this field
     - A research methodology course
     - A course in management or credit for life experience with documented work history in management.
   - Admission essay
   - Resume
   - 2.5 GPA
   - Bachelor’s degree in another discipline from an accredited institution
   - Statistics (MATH 419)

**Master of Science in Cybersecurity Admission Requirements**

1. Bachelor’s degree in Information Technology or related field, or bachelor’s degree with three years’ experience in Information Technology
2. 2.5 GPA
3. Current resume
Master of Business Administration (MBA)

American National University offers a Master of Business Administration (MBA) degree program for students interested in continuing their postgraduate education in the field of business. The program allows business professionals to increase their breadth of knowledge and ability to analyze business alternatives and to put learning into practice through projects with companies and other local organizations.

The MBA program helps students become familiar with the complexities of the modern workplace, while preparing them for the challenges of upper-level leadership positions. The program curriculum prepares students to apply a theoretical understanding of business principles to real-world scenarios, which helps sharpen the analytical skills they will need on the job. Students may select a general MBA encompassing a broad program of all the required areas of management in today’s workplace or focus their efforts on a specialized MBA degree. The MBA specializations include:

MBA Specialization in International Business—The MBA, International Business Management Specialization is designed so students will receive in-depth study providing for a solid foundation in global diversity, international finance, International Human Resources, and accounting for multinational organizations. The program will assist students with strategic skills and an essential understanding of global competitiveness as they prepare for exciting international careers.

MBA Specialization in Accounting Management—The MBA, Accounting Management Specialization provides students with both the theoretical and practical accounting and management skills necessary to work in today’s for-profit corporations, government entities and non-profit organizations. The program’s curriculum also focuses on communication, collaboration and business analysis to heighten students’ success in the accounting field.

MBA Specialization in Organizational Management—The MBA, Organizational Management Specialization is designed to prepare students for leadership in a broad range of industries and organizations. Students will attain knowledge specific to the design and measurement of organizational effectiveness, will gain an understanding of the role of leadership, and will learn to successfully manage work teams.

MBA Specialization in Healthcare Management—The MBA, Healthcare Management Specialization is designed for students and current professionals seeking leadership and management positions within the ever-changing healthcare industry. The program focuses on strategic management of the healthcare arena while providing the specialized knowledge related to healthcare in informatics, health policy, organizational systems, quality improvement, patient safety, risk management, ethical, legal, and regulatory issues.

MBA Specialization in Hospitality Management—The MBA, Hospitality Management is designed for students to learn about the use and the development of natural and cultural resources in tourism projects, the methods employed to reinvent a destination, and the opportunities to engage a destination’s local population. The program challenges students to discover new ways in which technology can support a destination, how to attract and retain markets, and how to procure funding for development projects. The international scope of the program provides a framework for students to understand the interrelationship between business and politics, and how lawmakers develop policies that govern the flow of people and businesses within and between countries. Faculty members are respected experts in areas such as cultural heritage, customer management, and government policies that foster and sustain tourism and promote broader social and economic development objectives.
56 credit hours required/168 quality points required  All courses are 4 credit hours

Program Core (Required)  56 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACC513</td>
<td>Financial Management</td>
<td>MB570</td>
<td>Business Information Systems</td>
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<tr>
<td>MB518</td>
<td>Developing Human Resources**</td>
<td>MB621</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MB523</td>
<td>Legal Environment of Business</td>
<td>MB630</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MB528</td>
<td>Marketing Management</td>
<td>MB695</td>
<td>Business Leadership Policy and Strategy</td>
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<tr>
<td>MB554</td>
<td>Business Research</td>
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Select 5 * for General MBA (20 Credit Hours)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ACC522</td>
<td>Management Control</td>
</tr>
<tr>
<td>ACC610</td>
<td>Financial Reporting</td>
</tr>
<tr>
<td>ACC640</td>
<td>Business Tax Strategies</td>
</tr>
<tr>
<td>MB505</td>
<td>Business and Society</td>
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<tr>
<td>MB511</td>
<td>Management Communications</td>
</tr>
<tr>
<td>MB517</td>
<td>Dynamics of Organizational Behavior</td>
</tr>
<tr>
<td>MB524</td>
<td>21st Century Leadership</td>
</tr>
<tr>
<td>MB625</td>
<td>International Management</td>
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</table>

For Organizational Management Specialization (20 Credit Hours)

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<tbody>
<tr>
<td>MB520</td>
<td>Organizational Sustainability</td>
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<td>MB524</td>
<td>21st Century Leadership</td>
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<td>MB588</td>
<td>Managing Quality</td>
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<tr>
<td>MB611</td>
<td>Project Management Life Cycle</td>
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<tr>
<td>MB690</td>
<td>Organizational Management (Capstone Course)</td>
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For International Business Management Specialization (20 Credit Hours)

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<tbody>
<tr>
<td>ACC650</td>
<td>International Accounting/ Multinational Enterprises</td>
</tr>
<tr>
<td>MB565</td>
<td>International Finance</td>
</tr>
<tr>
<td></td>
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<tr>
<td>MB582</td>
<td>Managing Global Diversity</td>
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<tr>
<td>MB584</td>
<td>Managing International Human Resources</td>
</tr>
<tr>
<td>MB625</td>
<td>International Management</td>
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For Accounting Management Specialization (20 Credit Hours)

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<th>Course Code</th>
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<td>ACC522</td>
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</tr>
<tr>
<td>ACC690</td>
<td>Accounting Management (Capstone Course)</td>
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</table>
### Select 5* for Healthcare Management Specialization (20 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MS500</td>
<td>Healthcare Informatics</td>
</tr>
<tr>
<td>MS530</td>
<td>Health Policy, Regulations, and Politics for Healthcare</td>
</tr>
<tr>
<td>MS550</td>
<td>Ethics and Legal Principles for Healthcare</td>
</tr>
<tr>
<td>MS560</td>
<td>Healthcare Organizational Systems and Quality Improvement</td>
</tr>
<tr>
<td>MS615</td>
<td>Health and Patient Safety Risk Management</td>
</tr>
<tr>
<td>MS618</td>
<td>Human Resource Management for Healthcare**</td>
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### Select 5* for Hospitality Management Specialization (20 Credit Hours)

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>HS575</td>
<td>Meetings and Events Planning</td>
</tr>
<tr>
<td>HS610</td>
<td>Sales, Marketing and Branding for the Hospitality Industry</td>
</tr>
<tr>
<td>HS615</td>
<td>Managing Quality Service in the Hospitality Industry</td>
</tr>
<tr>
<td>HS550</td>
<td>Principles, Practices and Philosophies for the International Hospitality Industry</td>
</tr>
<tr>
<td>HS620</td>
<td>Legislation and the Hospitality Industry</td>
</tr>
<tr>
<td>HS605</td>
<td>Human Resources in the Hospitality Industry</td>
</tr>
</tbody>
</table>

All course prerequisites must be satisfied prior to admission to the program.
For all courses: See course description for applicable prerequisites
* Based on availability
** If taking the Healthcare Management Specialization – course MS618 replaces MB518 in the program core
For program disclosure information, please visit [http://www.an.edu/programs/master-business-administration](http://www.an.edu/programs/master-business-administration)
Master of Business Administration in Information Technology (MBA-IT)

The Master of Business Administration - Information Technology is designed for students and professionals who are interested in the field of business with special emphasis on leadership and management of technology businesses or technology operations within an organization. The program focuses on strategic management of IT operations or businesses, alignment between IT and business strategy, IT governance, ethical leadership, and the interrelationship between technology and business in a global and networked market place.

56 credit hours required/168 quality points required  
All courses are 4 credit hours

<table>
<thead>
<tr>
<th>Program Core (Required) 56 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC513 Financial Management</td>
</tr>
<tr>
<td>CY501 Information Assurance and Security Management</td>
</tr>
<tr>
<td>IT540 Marketing Innovation and Technology Products and Services</td>
</tr>
<tr>
<td>IT590 Enterprise Architecture and IT Governance</td>
</tr>
<tr>
<td>IT610 Global IT Products and Services Outsourcing</td>
</tr>
<tr>
<td>IT620 Decision Models for Technology Management</td>
</tr>
<tr>
<td>MB518 Developing Human Resources</td>
</tr>
<tr>
<td>MB523 Legal Environment of Business</td>
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<tr>
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<tr>
<td>MB611 Project Management Life Cycle</td>
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<td>MB621 Managerial Economics</td>
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<tr>
<td>MB630 Operations Management</td>
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<tr>
<td>MB695 Business Policy and Strategy</td>
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</table>

All course prerequisites must be satisfied prior to admission to the program.

For program disclosure information, please visit http://www.an.edu/online/programs/master-of-business-information-technology
**Master of Science in Cybersecurity (MSC)**

The Master of Science in Cybersecurity provides the advanced theory and information needed to address today’s security issues and anticipate tomorrow’s cyber threats. The program focuses on the advanced prevention, detection, countering, and recovery from cyber incidents. Students learn to use technical tools and organizational practices such as training, access control, security management, evidence collection, disaster recovery, and business continuity planning. The students completing the Masters in Cybersecurity will understand how to become industry leaders who can move from behind traditional IT roles to design and implement robust cyber security solutions.

**56 credit hours required/168 quality points required**

All courses are four credit hours

### Program Core (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MSC510</td>
<td>Information Security Systems and Organizational Awareness</td>
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<tr>
<td>MSC520</td>
<td>Intrusion Detection Attack and Countermeasures</td>
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<tr>
<td>MSC530</td>
<td>Information Security and Organizational Change</td>
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<tr>
<td>MSC540</td>
<td>Business and Security Risk Analysis</td>
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<tr>
<td>MSC550</td>
<td>Information Security Project Management</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MSC560</td>
<td>Strategic Analysis in Information Security</td>
</tr>
<tr>
<td>MSC610</td>
<td>Design, Development and Evaluation of Security Controls</td>
</tr>
<tr>
<td>MSC620</td>
<td>Security Policies, Standards and Procedures</td>
</tr>
<tr>
<td>MSC630</td>
<td>Information Security and Assurance Policy Planning and Analysis</td>
</tr>
<tr>
<td>MSC640</td>
<td>Risk Management and Compliance</td>
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<tr>
<td>MSC650</td>
<td>Certification and Accreditation</td>
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### Electives (Select 3)

<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>CIS525</td>
<td>Legal and Ethical Practices in Information Security (CISSP)</td>
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<tr>
<td>CSM535</td>
<td>Information Security Management (CISM)</td>
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<tr>
<td>CSP545</td>
<td>Secure Software Development (CSSLP)</td>
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</table>

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>CHP555</td>
<td>Ethical Hacking and Penetration Testing (CEH/LPT)</td>
</tr>
<tr>
<td>CFE565</td>
<td>Forensic Evaluation and Analysis (CCFE)</td>
</tr>
<tr>
<td>CBC575</td>
<td>Business Continuity Planning (CBCP)</td>
</tr>
</tbody>
</table>

All course prerequisites must be satisfied prior to admission to the program.

For program disclosure information, please visit [www.an.edu/programs/master-of-science-cybersecurity](http://www.an.edu/programs/master-of-science-cybersecurity)
Master of Science in Information Technology (MSIT)

The Master of Science in Information Technology (MS-IT) is designed for current and aspiring professionals in charge of developing, implementing, operating, and managing information systems in a variety of organizations. Students in this program will gain a broad technical understanding of current and emerging technologies in the industry, a familiarity with systems engineering concepts, and a solid foundation in net-centric computing. They will also have a firm grasp of current and future effects of the convergence of the telecommunications, media, and information technology sectors.

Faculty with both academic and industry backgrounds also provide a practical perspective. Real-world problems and opportunities with software intensive systems are explored, and methods to evaluate, adopt and take advantage of emerging technologies are learned. MS-IT students will be working closely with fellow IT professionals, to complete class assignments within teams, in order to prepare students for the real-world work environment and build their professional networks.

Possible career paths: Network Administrator, Network Architect, IT Manager, Chief Technology Officer, Network and Security Engineer, Web Developer, Integration Engineer, and Network and Systems Administrator.

56 credit hours required/168 quality points required  All courses are 4 credit hours unless otherwise noted

**Program Core (Required) 36 total credit hours required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT523</td>
<td>Advanced Database Systems</td>
</tr>
<tr>
<td>IT531</td>
<td>Networking – Advanced Management</td>
</tr>
<tr>
<td>IT550</td>
<td>Network Security</td>
</tr>
<tr>
<td>IT572</td>
<td>Web Application Development – Mobile Applications</td>
</tr>
<tr>
<td>IT582</td>
<td>Systems Analysis</td>
</tr>
<tr>
<td>IT623</td>
<td>Pattern Discovery in Data Mining</td>
</tr>
<tr>
<td>IT630</td>
<td>Data Warehousing – Cloud Based</td>
</tr>
<tr>
<td>IT660</td>
<td>Social Media and Society: Theoretical and Empirical</td>
</tr>
<tr>
<td>IT672</td>
<td>Advanced Web Development</td>
</tr>
</tbody>
</table>

**Electives (Select 5) 20 total credit hours required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY501</td>
<td>Information Assurance and Security Management</td>
</tr>
<tr>
<td>IT540</td>
<td>Marketing Innovation and Technology Products and Services</td>
</tr>
<tr>
<td>IT590</td>
<td>Enterprise Architecture and IT Governance</td>
</tr>
<tr>
<td>IT610</td>
<td>Global IT Products and Services Outsourcing</td>
</tr>
<tr>
<td>IT620</td>
<td>Decision Models for Technology Management</td>
</tr>
<tr>
<td>MB554</td>
<td>Business Research</td>
</tr>
<tr>
<td>MB570</td>
<td>Business Information Systems</td>
</tr>
<tr>
<td>MB611</td>
<td>Project Management Life Cycle</td>
</tr>
</tbody>
</table>

All course prerequisites must be satisfied prior to admission to the program.

For program disclosure information, please visit www.an.edu/programs/master-of-information-technology
Master of Science in Nursing (MSN)

American National University offers a master’s degree in nursing (MSN) for students interested in furthering their studies in nursing. Three admissions are possible: 1. MSN program for a student who has a bachelor’s degree in nursing, 2. RN to MSN program for a student with an associate degree in nursing and a bachelor’s degree in another field, 3. RN to MSN for a student with an associate degree in nursing, who will complete both a BSN and MSN.

Of the four specializations, two are direct care roles: Clinical Nurse Leader and Nurse Educator and two are indirect care roles or areas of practice that focus on aggregates, systems, or organizations: Nurse Administrator and Nurse Informaticist.

The Clinical Nurse Leader (CNL) specialization prepares highly skilled nurses focused on the improvement of quality and safety outcomes for patients or patient populations. This is an advanced generalist leadership role and upon completion of the program, the graduate is eligible to sit for the CNL certification exam.

The Nurse Educator specialization prepares the student for a role in nursing education in an academic setting and other educator roles within the healthcare delivery system. Upon completion of the program, the graduate is eligible to sit for the National League of Nursing (NLN) Certified Nurse Educator (CNE) exam.

The Nurse Administrator specialization prepares the nurse for a leadership role in nursing management or administration in a variety of health care delivery systems. Nurses with appropriate work experience are eligible to sit for the Certified in Executive Nursing Practice (CENP) exam.

The Nurse Informaticist specialization prepares the student for a set of informatics competencies to practice in the current health care system in a leadership role. Upon completion of the program, the graduate is eligible to for the Registered Nurse-Board Certified (RN-BC) for Nursing Informatics.

56 credit hours required/168 quality points required  All courses are 4 credit hours unless otherwise noted

Program Core (Required)  36 total credit hours required

<table>
<thead>
<tr>
<th>MS500</th>
<th>Healthcare Informatics</th>
<th>MS550</th>
<th>Ethics and Legal Principles for Healthcare</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS510</td>
<td>Epidemiology for Advanced Nursing Practice</td>
<td>MS560</td>
<td>Healthcare Organizational Systems and Quality Improvement</td>
</tr>
<tr>
<td>MS520</td>
<td>Theoretical Foundations of Advanced Nursing</td>
<td>MS570</td>
<td>Nursing Leadership Development and Inter-Professional Collaboration</td>
</tr>
<tr>
<td>MS530</td>
<td>Health Policy, Regulations, and Politics for Healthcare</td>
<td>MS670</td>
<td>Advanced Nursing Evidence-Based Practice and Research Methods</td>
</tr>
<tr>
<td>MS540</td>
<td>Healthcare Economics and Fiscal Management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Choose Specialization from below:

Clinical Nurse Leader  20 total credit hours required

<table>
<thead>
<tr>
<th>MS600</th>
<th>Advanced Health Assessment</th>
<th>MS630</th>
<th>Clinical Outcomes and Care Environment Management-CNL Immersion I (2 Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS605</td>
<td>Advanced Pathophysiology</td>
<td>MS635</td>
<td>Clinical Outcomes and Care Environment Management-CNL Immersion II (2 credit hours)</td>
</tr>
<tr>
<td>MS610</td>
<td>Advanced Pharmacology</td>
<td></td>
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</tbody>
</table>
### Nurse Administrator 20 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS615</td>
<td>Health and Patient Safety Risk Management</td>
</tr>
<tr>
<td>MS618</td>
<td>Human Resource Management for Healthcare</td>
</tr>
<tr>
<td>MS620</td>
<td>Strategic Healthcare Planning and Management</td>
</tr>
<tr>
<td>MS645</td>
<td>Clinical Nurse Leadership CNL Immersion IV (2 credit hours)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS650</td>
<td>Nurse Administrator Leadership I (2 Credit Hours)</td>
</tr>
<tr>
<td>MS655</td>
<td>Nurse Administrator Leadership II (2 Credit Hours)</td>
</tr>
</tbody>
</table>

### Nurse Educator 20 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS600</td>
<td>Advanced Health Assessment</td>
</tr>
<tr>
<td>MS605</td>
<td>Advanced Pathophysiology</td>
</tr>
<tr>
<td>MS610</td>
<td>Advanced Pharmacology</td>
</tr>
<tr>
<td>MS660</td>
<td>Educational Theory, Curriculum Development, and Teaching Methodologies</td>
</tr>
<tr>
<td>MS665</td>
<td>Nurse Educator Leadership and Evaluation</td>
</tr>
</tbody>
</table>

### Nurse Informaticist 20 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS625</td>
<td>System Design Life Cycle</td>
</tr>
<tr>
<td>MS675</td>
<td>Data Management and Health Care Technologies</td>
</tr>
<tr>
<td>MS680</td>
<td>Nurse Informaticist Leadership I</td>
</tr>
<tr>
<td>MS685</td>
<td>Nurse Informaticist Leadership II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB611</td>
<td>Project Management Life Cycle</td>
</tr>
</tbody>
</table>

All course prerequisites must be satisfied prior to admission to the program.

For program disclosure information, please visit [www.an.edu/programs/master-nursing/](http://www.an.edu/programs/master-nursing/)
Master’s in TESOL

The Master’s in TESOL program provides comprehensive training to graduates who wish to teach in local and international cross-cultural ESL classrooms. Courses emphasize a blend of theory and industry-leading practical teaching experience. Graduates will be able to analyze unique language learners’ cultural and linguistic needs as they relate to English language acquisition, understand, appreciate, and contribute to methods and theories in the field of TESOL, design, implement, and assess ESL curricula and pedagogical programs that are applicable locally and internationally, and apply methods and theories learned in coursework to become accomplished teachers of ESL. This program equips students with the knowledge and skills needed to be competitive for a range of ESL teaching positions locally and abroad.

56 credit hours required/168 quality points required  All courses are 4 credit hours unless otherwise noted

<table>
<thead>
<tr>
<th>Program Core (Required) 56 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>TES501 English Linguistics</td>
</tr>
<tr>
<td>TES502 English Language Teaching</td>
</tr>
<tr>
<td>TES503 Sociolinguistics and the ESL Classroom</td>
</tr>
<tr>
<td>TES504 Second Language Acquisition</td>
</tr>
<tr>
<td>TES505 Teaching Language Construction, Grammar, and Pronunciation</td>
</tr>
<tr>
<td>TES506 Teaching Language Reading</td>
</tr>
<tr>
<td>TES507 Teaching Language Writing</td>
</tr>
<tr>
<td>TES508 Teaching Language Listening</td>
</tr>
<tr>
<td>TES509 Teaching Language Speaking</td>
</tr>
<tr>
<td>TES510 Content-Based Teaching Methodology</td>
</tr>
<tr>
<td>TES511 Language Assessment</td>
</tr>
<tr>
<td>TES512 Practicum</td>
</tr>
<tr>
<td>TES513 Teaching with Technology</td>
</tr>
<tr>
<td>TES514 Cross-Cultural Communication</td>
</tr>
</tbody>
</table>
Policies & Procedures

Tuition and Fees
APPLICATION FEE – Master’s program- A one-time, non-refundable fee payable at time of application. $75
GRADUATE TUITION – Per term, (in-state, out-of-state, and international students)
Full-time (8 credit hours): $3,536
Per credit hour: $442
All other fees are the same as stated for the undergraduate program.

Refund Policy
The refund policy for students enrolled in the graduate program is the same as stated for the undergraduate program.

Prerequisite Requirements
Applicants whose undergraduate degrees are in fields outside the program area are invited to apply, but foundation work may be required before certain higher-level courses may be taken.

Transfer of Credits
The student must complete the last 50% of the coursework for a Master’s program in residency at American National University. Transfer credit of appropriate coursework will be considered to a maximum of 28 quarter credits. Life Work Experience credit does not fulfill the residency requirement. Exceptions to the residency requirement can be sent to the Regional Vice President of Operations for consideration.

Credit Granted for Work Experience
The University recognizes the value of experiential learning as a part of the applicant’s overall educational experience. If an applicant desires the University to evaluate work experience for credit, the applicant must:
1. Discuss the experience with his/her Admissions Representative or Campus Director to determine proper procedure for presentation.
2. Submit a completed Work Experience Course Credit Application, which may be obtained from your Campus Director.
3. Prepare detailed documentation and substantiation of the experience to be considered (documentation should include duties, responsibilities, seminars, etc. and superiors or co-workers who can attest to the experience).
4. Only experience related to the course will be considered appropriate. The student must be able to show how all of the Course Objectives, as found in the Syllabus, have been achieved through work experience.
5. The maximum amount of credit earned for work experience will be limited to eight credit hours for a Master’s Degree.
6. All materials must be received by the Work Experience Review committee by the fifth week of the term in order to be considered for credit the following term.
7. The decision of the committee is final.

Attendance Policy
The best interest of the student of the University will be served by maintaining the same attitude towards coursework that is required for a career. Therefore, regular attendance will be expected as a necessary part of the student’s career.
training. Consistent attendance frequently means the difference between success and failure. The importance of regular attendance cannot be overemphasized. Experience indicates that there is a direct relationship between grades and attendance.

The following attendance policies were developed in order to provide allowances for medical problems, personal, or other emergencies that may occasionally arise. As with all absences, it is the responsibility of the student to make up or learn any missed material. No additional burden is required of the instructional staff toward any student who misses scheduled classes.

One instructional hour equals a 50-minute period. Students should be aware that faculty and/or staff have no authorization to vary from these attendance policies. Concepts such as “excused” or “unexcused” have no relevant bearing on the allowable absences permitted by these policies. In the unlikely event an instructor is absent and no substitution is provided, a makeup session during the same term will be provided for the student.

The student must have positive attendance posted for a class by the second calendar week of the term or the student may be dropped from the class.

Attendance is posted to the administrative software for each class each term. Students have up to 90 days from the last day of the term to dispute any attendance for that term. In order to receive academic credit for a class from which a student was dropped due to lack of attendance, the student will be required to retake the class. See the Campus Director for any attendance issues.

Note: The University monitors attendance using both the Class Hours Missed and Consecutive Days Missed policies. Students are withdrawn from the University at the point they fail to meet the requirements of either policy.

Policy I: Class Hours Missed

Any absences above and beyond the numbers stated will result in the student being automatically withdrawn from class.

- Students taking classes at the 500-600 level and scheduled to meet for four hours a week may only miss a total of 14 instructional hours per term. Students who are absent more than 14 hours will be automatically withdrawn from the class.

Policy II: Consecutive Days Missed

After missing 14 consecutive days (including weekends), the University will contact the student to determine the student’s intentions. The student will inform the University that their intention is to return to class(es) or not return to class(es). Students who do not intend to return will be withdrawn from all classes immediately. If the student informs the University that they plan to return to class(es), the student will inform the University of the date they plan to return. If this date does not exceed the number of allowable absences according to the Class Hours Missed policy, the student may return on that date. If the student does not attend on that date, the student will be withdrawn from all class(es).

Academic Terms

For the convenience of its students, American National University operates classes year-round. This enables students to complete their programs in a timely manner by attending five terms per year. Courses are scheduled during evening hours to accommodate the schedules of working professionals.

Standards of Academic Progress

The following evaluation points are applied to students enrolled in a Master’s program:

Students who have attempted 1-23 credit hours must have a CGPA of 2.75 and have successfully completed 25% of the hours attempted.*

Students who have attempted 24-35 credit hours must have a CGPA of 2.85 and have successfully completed 50% of the hours attempted.**

Students who have attempted 36 credit hours must have a CGPA of 3.0 and have successfully completed 66% of the hours attempted.**

The maximum time frame for the Master of Business Administration program is 84 (56 x 150%).

*Students falling below the CGPA of a 2.75, and/or not
meeting the successful completion standard, will be placed on probation not to exceed one term or eight credits, whichever is longer.

**Students falling below the CGPA of a 2.85, and/or not meeting the successful completion standard, will be dismissed from the University. All other elements of satisfactory academic progress outlined in the section on Satisfactory Academic Progress in this catalog are applicable to students in a Master’s program.

### Grading and Quality Point System

See page 25 of this catalog.

### Grade Reports

The records of each student are kept on a per-term basis. These complete records show the grade received in each subject and certain specialized honors received. At the end of each term, a summarized per-term grade report on each student is provided via the campus portal. Students have up to 90 days from the last day of the term to dispute a final grade given in that term. Students are to see their Campus Director on final grade issues.

### Transcripts

American National University maintains the official progress record of a student. All qualified students may receive one official transcript of their records without charge. For each transcript after the first one, a charge of $5 will be made. Requests of transcripts are to be made via the American National University website: www.an.edu.

### Standard Course Load and Program Length

American National University considers a full-time course load to be eight credit hours (two 4-hour courses) for a master’s program. To complete a master’s degree by taking the minimum full-time course load, a student will need to attend seven terms. A student who wishes to take more than two courses per term (the maximum will be four courses per term at the discretion of the department chair) can complete the program of study in five terms. Life Experience course credit also can reduce the number of terms necessary to complete a master’s program from seven terms to five terms.

### Course Numbering

Courses numbered 500–699 are primarily for graduate-level courses.

### Graduation Requirements

In order to be eligible for graduation, the student must complete all courses outlined in the program with the required number of term hours. To graduate from a master’s program, a 3.0 cumulative grade point average must be achieved.

### Additional Information

Please see the American National University catalog for all other policies and information relating to academics, administration, tuition fees and charges, financial assistance, refund policy, and career programs.
Graduate Course Descriptions

ACC513 (ACC513ON) Financial Management
4 Credit Hours
This course introduces students to the fundamentals of valuation, financial forecasting, risk and return analysis, cost of capital, debt policy, and project evaluation.

ACC522 (ACC522ON) Management Control
4 Credit Hours
Students taking this course will obtain an in-depth understanding of the analysis and design of control systems to facilitate short-term decisions in order to aid in focus on long-term strategic issues. Integrates the development, implementation, and evaluation of control systems in various business environments.

ACC610 (ACC610ON) Financial Reporting
4 Credit Hours
Students taking this course will develop an understanding of the issues involved in the development of financial accounting information. Emphasis will be placed on current issues facing financial reporting and the potential impact of these issues on business entities.

ACC640 (ACC640ON) Business Tax Strategies
4 Credit Hours
This course provides an evaluation of how taxation affects various business entities and managerial decision-making. Discussion topics include an evaluation of taxation and its influence on proprietorships, partnerships, and corporations and how taxation also influences decisions regarding acquisitions, dispositions, and exchanges.

ACC650 (ACC650ON) International Accounting and Multinational Enterprises
4 Credit Hours
This course presents international accounting within the context of managing multinational enterprises, focusing on business strategies and how accounting applies to these strategies. Students will have the opportunity to learn about international accounting topics such as: foreign currency transactions, analysis of foreign financial statements, foreign taxation and multinational systems of control. Students will examine the key factors that influence accounting standards and practices in different countries, and how those factors impact the convergence of standards worldwide. Particular emphasis is given to culture and its unique contribution to accounting standards and practices worldwide. The course focuses on the needs of users of financial and accounting information across borders with the aim of enhancing their understanding of how to use information and make more informed decisions in an increasingly complex and dynamic international business environment.

ACC690 (ACC690ON) Accounting Management (Capstone Course)
4 Credit Hours
Students in this culminating course integrate knowledge and skills learned throughout the MBA program. Students apply what they have learned to challenges faced by accountants balancing the needs of customers, shareholders, employees and other stakeholders within ethical and legal considerations.

This course guides the student in dealing with internal control, financial statement analysis, U.S. taxes, business law (as it relates to accounting), financial accounting and business consulting. The course will require students to confront and resolve techniques acquired in previous courses. It prepares students to develop a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. It will also help the student understand financial statement analysis.

CBC575 (CBC575ON) Business Continuity Planning
4 Credit Hours
This course on business continuity planning (BCP) explores strategies and methods for BCP and recovery activities consistent with ISO 22301:2012, business continuity management systems, and the Disaster Recovery Institute International’s 10 Professional Practice Subject Areas for the Certified Business Continuity Professional (CBCP) credential. Topics include (a) program initiation and management; (b) risk evaluation and control; (c) business impact analysis; (d) emergency response and operations; (e) BCP implementation and documentation; (f) BCP exercise, audit and maintenance; (g) supply chain and business resilience; (h) crisis communications; (i) coordination with external agencies; and (j) business continuity strategies, including awareness and training programs (4 credits).

CFE565 (CFE565ON) Forensic Evaluation and Analysis
4 Credit Hours
This course uses the 9 domains of the CCFE as the foundation
to educate students in the field of Computer Forensics and to provide the necessary skills to the student so they can be an effective Computer Forensics Investigator. The skills learned in the course will include practical skills for hands-on computer forensics investigations as well as preparation skills for legal examination and chain-of-custody delivery under the Federal Rules of Civil Procedure. Additionally, the student will learn detailed techniques for examining digital evidence from computer equipment to mobile phones and any device that deals with a microprocessor.

**CHP555 (CHP555ON) Ethical Hacking and Penetration Testing**  
*4 Credit Hours*  
(Prereq. MSC640) This course analyzes the principles and techniques associated with the cybersecurity practice known as penetration testing. The course covers planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting and prepares students for the Licensed Penetration Tester (LPT) and Certified Ethical Hacker (CEH) certifications.

**CIS525 (CIS525ON) Legal and Ethical Practices in Information Security**  
*4 Credit Hours*  
(Prereq. MSC560) In this course, students will draw on their knowledge on (ISC)2 Common Body of Knowledge (CBK) or what they learned from MSC-7500 to dig deeper into the eight domains of the (ISC)2 Common Body of Knowledge (CBK) in information security by evaluating information security case studies and produce real-life deliverables.

**CSM535 (CSM535ON) Information Security Management**  
*4 Credit Hours*  
(Prereq. MSC620) The purpose of this course is to help prepare students for a successful career in public practice, industry or government by understanding how to manage, use and participate in the design of information systems. The course will also help students learn how to assess and consider the impact of IT governance, risk and compliance on accounting functions, focusing on how IT affects business processes and controls. This course serves as a preparation course for the Certified Information Systems Manager (CISM) exam certification.

**CSP545 (CSP545ON) Secure Software Development**  
*4 Credit Hours*  
In this course, students will be introduced to the eight domains of the (ISC)2 Common Body of Knowledge (CBK) in secure software development. These domains will be used as a framework to critically analyze information security and assurance awareness issues in software development and to evaluate best practices in implementing security and assurance concepts systems in the Software Development Lifecycle.

**CY501 (CY501ON) Information Assurance and Security Management**  
*4 Credit Hours*  
This course provides the student with the basis and tools necessary to develop a business case for information assurance governance, and the development and implementation of a strategy to increasingly integrate assurance functions to improve security, lower costs, and ensure the preservation of the organization and its ability to operate.

**HS550 (HS550ON) Principles, Practices and Philosophies for the International Hospitality Industry**  
*4 Credit Hours*  
A consideration of various environments within which the hospitality and tourism firm operates. Organizational, financial, and marketing factors are of major concern and focus in the course. Emphasis is placed on those problems and constraints which are uniquely different from problems of firms engaged in other business fields other than hospitality.

Contemporary global issues in Hospitality Management are also explored in terms of the major emerging issues or problems that impact the domestic and global hospitality and tourism industry. Students will learn to use appropriate methodologies to identify and analyze relevant industry problems and issues facing management and personnel in the global and domestic hospitality and tourism industry.

**HS575 (HS575ON) Meetings and Events Planning**  
*4 Credit Hours*  
An advanced course for students to examine the management and planning strategies utilized in the hospitality field to organize meetings, expositions, events, and conventions (MEEC). The course provides a broad overview of the MEEC industry and students will learn to clearly define the stakeholders and sponsors of gatherings in today’s hospitality industry. Distinction will be made for the required strategies and planning techniques required for different types of events. Identification and delineation will be provided for the associations that help to support the professional development of those responsible for producing hospitality gatherings.

**HS605 (HS605ON) Human Resources in the Hospitality Industry**  
*4 Credit Hours*  
A study of personnel, consumer relations, and diversity in the Hospitality industry within a multicultural, multiracial, and Multi-ethnic society through an examination of value systems and cultural characteristics. The course also analyzes supervision, team building and the importance of training in the hospitality industry.
HS610 (HS610ON) Sales, Marketing and Branding for the Hospitality Industry
4 Credit Hours
In this course, students will analyze strategic processes for competitive sales and marketing management in the hospitality industry. Students will use critical thinking models, decision making simulations and field operation assessments for managing sales, marketing and branding functions within the hospitality industry.

HS615 (HS615ON) Managing Quality Service in the Hospitality Industry
4 Credit Hours
An advanced course in the organization, integration, and presentation of the guest experience in the hospitality industry. The course utilizes the findings of the most significant research on hospitality services and the “best practices” of leading hospitality organizations to understand a guest-focused culture and successful business strategy.

HS620 (HS620ON) Legislation and the Hospitality Industry
4 Credit Hours
An advanced study of the legislative requirements imposed upon the hospitality industry. Special emphasis is placed on the prevention of potential legal violations by identifying specific actions and precautions necessary to avoid in order to minimize the number of lawsuits. Students will examine the legal fundamentals for the Hospitality industry and explore the laws relevant to casinos, theme parks, spas, restaurants, and hotels.

IT523 (IT523ON) Advanced Database Systems
4 Credit Hours
This course covers the advanced fundamentals of database application development using C++, C, or Java by accessing a transaction-oriented database server. A commercial database environment such as Oracle is used. Optional topics may include enabling access to database via the web and administering large databases.

IT531 (IT531ON) Networking-Advanced Management
4 Credit Hours
Prerequisite: IT523. This course surveys the various levels of a packet-switched computer network, using the TCP/IP protocol suite as the primary model. Other network protocol stacks (e.g., Novell) may also be considered as time permits. At the Physical and Data Link Layers, various protocols are compared, and their implications for network topology are considered. At the Network Layer, a wide variety of routing protocols and name resolution protocols are studied. At the Transport Layer, students are introduced to the various methods for building end-to-end reliability on top of lower layers. Finally, at the Application Layer a variety of standard protocols such as telnet, ftp, and electronic mail are examined, together with the related issues of security and authentication. Some programming in the C language is required.

IT540 (IT540ON) Marketing Innovation and Technology Products and Services
4 Credit Hours
This course provides students with a strong understanding of the unique marketing challenges that surround innovation and high-tech products and services. Students will learn how traditional marketing strategies and programs must be modified and adapted for today’s global high-tech environment and how to bring together marketing with other business disciplines such as research and development, legal and management and strategy to achieve effective cross-functional interactions.

IT550 (IT550ON) Network Security
4 Credit Hours
This course will involve a discussion of the methods and tactics used to keep attackers at bay as well as the mechanisms by which organizations can identify and potentially stop potential “bad guys.” The course will involve the following topics as they all relate to the overall security posture: Encryption, authentication, firewalls, NAT/PAT, restricted access policies, intrusion detection and other security frameworks.

IT572 (IT572ON) Web Application Development-Mobile Applications
4 Credit Hours
Analysis of mobile history, architecture and applications. Students will examine design principles for creating usable and accessible mobile applications. Students will develop technical skills and apply industry standards.

IT582 (IT582ON) Systems Analysis
4 Credit Hours
Examination of the systems approach to the design and development of information systems. Methods and tools for the analysis and modeling of system functionality (e.g., structured analysis) and data represented in the system (e.g., object-oriented analysis) are studied.

IT590 (IT590ON) Enterprise Architecture and IT Governance
4 Credit Hours
Students will learn to develop a complete, comprehensive methodology and framework for adopting and managing a successful service oriented architecture environment and how to set up an SOA Architecture practice defining the policies, procedures and standards that apply to IT developers and the enterprise for business applications.
IT610 (IT610ON) Global IT Products and Services Outsourcing
4 Credit Hours
In this course, students will examine both historical and current perspectives on IT products and services outsourcing, the continuously evolving outsourcing marketplace, and the incentives and opportunities that drive management decisions on IT products and services outsourcing. Contributing factors to IT products and services outsourcing and offshoring market evolution such as globalization, technological advancement, politics, changing global economies, and changing vendor characteristics will be examined. Within this context, students will review different IT products and services outsourcing framework, models, vendor selection strategies, and outsourcing lifecycle from both client and vendor viewpoints.

IT620 (IT620ON) Decision Models for Technology Management
4 Credit Hours
This course is an introduction to the application of various statistical concepts and methods as decision support tools to support decision making in technology management. The emphasis is on business application rather than mathematical concepts or problem solving. Students will learn to use statistical tools and quantitative analysis for forecasting, process, and quality management.

IT623 (IT623ON) Pattern Discovery in Data Mining
4 Credit Hours
The goal of the course is to examine the current theories, practices, tools and techniques in data mining. Many topics and concepts in data mining are learned most efficiently through hands-on work with data sets, students will spend time with software analyzing and mining data.

IT630 (IT630ON) Data Warehousing- Cloud Based
4 Credit Hours
In the Data Warehousing course, students will examine how data warehouses are used to help managers successfully gather, analyze, understand and act on information stored in data warehouses. The components and design issues related to Cloud Based data warehouses and business intelligence techniques for extracting meaningful information from data warehouses are emphasized. Oracle tools will be used to demonstrate design, implementation, and utilization issues.

IT660 (IT660ON) Social Media and Society: Theoretical and Empirical
4 Credit Hours
Examines the evolution, implications and complications of social media in multiple spheres of life including sociality, community, politics, power and inequality, education, and information from theoretical and empirical perspectives.

IT672 (IT672ON) Advanced Web Development
4 Credit Hours
(Prereq. IT572) Study of design and implementation of dynamic Web pages and applications using both client and server side configuration and programming. Example topics include PHP, Ruby on Rails, and Javascript.

MB505 (MB505ON) Business and Society
4 Credit Hours
This course focuses on the interrelationships among business, government, and society. Students taking this course will learn how to function in a complex and dynamic environment and how to apply frameworks for moral reasoning to complex business issues. Students will also gain an appreciation of the role of ethics and society in business decision-making.

MB511 (MB511ON) Management Communications
4 Credit Hours
This course is designed to help students to develop oral and written communication skills that can be used in a variety of organizational settings. Course work includes communications networks, oral presentations of technical material, and decision-making, problem-solving, and agenda-setting in small groups.

MB517 (MB517ON) Dynamics of Organizational Behavior
4 Credit Hours
This course in management involves theories and models aimed at helping students to develop the managerial competencies needed to analyze, predict, and guide individual, group and organizational behavior.

MB518 (MB518ON) Developing Human Resources
4 Credit Hours
Students taking this course will examine aspects of strategic management, workforce planning and employment, employee training and development, and risk management. Emphasis will be placed on the creation of practical development plans, and workforce need analysis.
**MB520 Organizational Sustainability**  
*4 Credit Hours*

Students will explore how organizations seek to implement strategies and commitment to provide economic and cultural sustainability. Students will analyze the concept of “360-organizational sustainability” through an examination of four critical areas: the organization itself, Human Resources both inside and outside the organization, the community/society, and the environment.

**MB521 (MB521ON) Entrepreneurship**  
*4 Credit Hours*

Students taking this course will analyze the development cycle of an entrepreneurial organization including resource development, goal-setting, startup, growth, progress evaluation. Emphasis will be placed on the role of leadership in developing vision, and devising effective solutions to respond to market forces.

**MB523 (MB523ON) Legal Environment of Business**  
*4 Credit Hours*

Students taking this course will examine the legal environment of business in view of statutory provisions and administrative regulations that affect various forms of business organizations. This course also includes an in-depth discussion of business ethics.

**MB524 (MB524ON) 21st Century Leadership**  
*4 Credit Hours*

Students taking this course will examine current issues in leadership and the managerial strategies for goal-setting, negotiations, and managing change and conflicts. Students will also evaluate leadership theories and will obtain the necessary skills to become better leaders.

**MB528 (MB528ON) Marketing Management**  
*4 Credit Hours*

Students will examine and discuss the role of marketing from a micro and macro environmental perspective. Topics include the development and implementation of the marketing mix and the control and analysis of the total marketing effort. Behavioral, financial, and quantitative analysis are used to explore such topics as buyer behavior, market segmentation, brand strategy, distribution channels, pricing, and advertising. Case studies and group projects will focus on market strategies.

**MB554 (MB554ON) Business Research**  
*4 Credit Hours*

This research course provides students with an introduction to research for business. Topics covered will include: theory, analysis and application of research techniques; processes and methods for collecting information; developing and utilizing research information for interpretation, judgment, decision-making, and development of business strategies. This course will focus on applied business research in directed and independent numerical assessment, will integrate research and analysis with available statistical software, and will provide techniques for communicating results in meaningful and effective ways.

**MB565 (MB565ON) International Finance**  
*4 Credit Hours*

This course deals with monetary interactions between two or more countries, concerning itself with topics such as financial flows, currency exchange rates, international monetary systems, foreign direct investment, balance of payment considerations and issues of international financial management including political risk.

**MB570 (MB570ON) Business Information Systems**  
*4 Credit Hours*

Students taking this course will learn how managers can apply Information Technology to integrate data in business activities to solve management problems, increase productivity, facilitate decision-making, and find new opportunities for their organizations.

**MB582 (MB582ON) Managing Global Diversity**  
*4 Credit Hours*

This course examines benefits and challenges of managing diversity in the international workplace, as well as, methods for using diversity to create a competitive advantage. Students will examine differences between countries, as well as, the internal diversity of each country. The course will examine a country’s customers, employers, employees and suppliers. Students will also focus attention on what constitutes a successful global diversity management program and successful global diverse teams.

**MB584 (MB584ON) Managing International Human Resources**  
*4 Credit Hours*

This course is concerned with identifying and understanding how the Multinational organizations manage their geographically dispersed worked force in order to leverage their Human Resources for obtaining local, as well as, global competitive advantage. Students will examine how the global Human Resources functions differ from those of domestic Human Resources. Particular emphasis is placed on staffing, compensation, training, performance management, labor relations, communication and regulatory compliance within the global business environment.
MB588 (MB588ON) Managing Quality  
4 Credit Hours  
In this course, students focus attention on how quality is created, implemented and maintained in both the manufacturing and services industries for both parent organizations and supplier relationships. Students gain an understanding of quality planning and assurance, as well as, quality control and quality improvement. In the course, students examine many different theories and practices of quality management, including Six Sigma, The International Organization for Standardization (ISO), and Total Quality Management.

MB611 (MB611ON) Project Management Life Cycle  
4 Credit Hours  
Students taking this course will examine the practices, processes, and concepts of project management. Students will review the project life cycle areas including Initiating, Planning, Executing, Controlling, and Closing projects.

MB621 (MB621ON) Managerial Economics  
4 Credit Hours  
This course introduces students to the analytical skills used in the study of microeconomics. Topics include: efficient resource allocation; demand and supply estimation; competitive industry adjustment; pricing techniques, and labor market dynamics.

MB625 (MB625ON) International Management  
4 Credit Hours  
Students taking this course will examine special aspects of operating in the global environment by using the cross functional approach. Topics covered include: global issues in politics, ethics, finance, marketing, organizational behavior, law, and strategy.

MB630 (MB630ON) Operations Management  
4 Credit Hours  
This course teaches students how operations management contributes to the overall success of an organization. The emphasis will be on the operations management tools and concepts developed within the operations functions, which assist in all of the other functional areas within an organization.

MB690 (MB690ON) Organizational Management Capstone Course  
4 Credit Hours  
(Prereq. – Students must be enrolled in the MBA Spec. program; to be completed in the students’ last term) Students taking this course will complete a personal, guided capstone project requiring the student to address a past or current management issue affecting a medium sized business. Emphasis will be placed on researching the factors causing the problem, devising a practical solution that includes applicable methods and metrics of measurement, and describing the theoretical difficulties of implementing that solution.

MB695 (MB695ON) Business Leadership Policy and Strategy  
4 Credit Hours  
(Prereq. – Can only be taken in the last three terms of the Master’s program.) Students taking this course will examine and discuss business strategy using Michael Porter’s classic five force model of strategic management. Comprehensive case studies will serve as a basis for strategic analysis.

MS500 (MS500ON) Healthcare Informatics  
4 Credit Hours  
This course includes concepts of computers and the internet, a review of the healthcare information systems, and the contribution of informatics to the foundation of knowledge in healthcare. Analysis of current and emerging trends in healthcare technology will be addressed. Concepts include administrative information systems, electronic security, telehealth, and research. Students explore the use of information technology to support decisions that promote safety and quality in patient centered care while addressing concerns about information protection in the use of electronic healthcare records.

MS510 (MS510ON) Epidemiology for Advanced Nursing Practice  
4 Credit Hours  
This course is structured to provide students with an in-depth view of epidemiology for advanced nursing practice from a local to global perspective. Nursing’s role in pandemics, emergency preparedness, and public health emergencies is examined. Aspects of cultural competence, health literacy, and linguistically appropriate services will be addressed.

Epidemiology of chronic and emerging infectious diseases will be addressed. Students are presented with epidemiologic models and study designs to assess the health of populations to prevent or control health problems. The relationship of culture, genetics, and environmental aspects to epidemiology will be explored. Biostatistical concept and their integration with epidemiology will be addressed. Students study ethical, legal and economic principles influencing clinical prevention and population health.

MS520 (MS520ON) Theoretical Foundations of Advanced Nursing  
4 Credit Hours  
Knowledge development, mid-range theories, ethical frameworks and personal beliefs are reviewed in this course. These elements are examined to develop and refine theory-guided nursing practice, ethical decision making, and a personal philosophy of nursing. Advanced Nursing roles will be explored and compared.
MS530 (MS530ON) Health Policy, Regulations, and Politics for Healthcare
4 Credit Hours
This course provides students with an in-depth view of healthcare policy and regulatory issues at the local, state, national, and global level for the advanced practice nurse and the healthcare administrator. Concepts examined include the regulatory agencies effect on patient care and scope of nursing and other healthcare professionals, implications of policy and legislative processes on healthcare delivery, and vulnerable populations. Policy and politics in the work environment, in the government, in associations and interest groups, in the community and related to quality and safety in healthcare will be included.

MS540 (MS540ON) Healthcare Economics and Fiscal Management
4 Credit Hours
This course is designed to introduce students to healthcare economics and the principles of fiscal management in the health care environment. Topics include financial and managerial accounting, cost analysis, budgeting, planning, and control.

MS550 (MS550ON) Ethics and Legal Principles for Healthcare
4 Credit Hours
This course gives a perspective on healthcare law and ethics for professionals in the healthcare industry. The principles and theories that guide ethical practice, ethical dilemmas that exist in a variety of settings, local and federal guidelines, end of life issues, and scarce healthcare resources will be addressed. Ethical issues for health services will be examined in a global perspective. Content includes legal principles, responsibilities of healthcare professionals, medical records management, liability and duties of a health care professional, informed consent, and workplace issues.

MS560 (MS560ON) Healthcare Organizational Systems and Quality Improvement
4 Credit Hours
This course studies the internal organization and management of health-care facilities including delivery models and roles of health care professionals. The principles and theories of healthcare organizational systems and concepts of organizational behavior will be addressed. Topics include quality improvement to ensure patient safety, delivery of evidence based practices to improve patient care outcomes, and recognized benchmarks demonstrating delivery of higher-value care.

MS570 (MS570ON) Nursing Leadership Development and Inter-Professional Collaboration
4 Credit Hours
This course examines best practices of nurse leadership and the characteristics of effective leaders within the health care industry.

The definition of leadership within the context of nursing practice and the leadership role of the graduate-level nurse will also be discussed. The topic of Inter-professional collaboration will be explored. The student will complete the beginning plan for their project and establish an externship.

MS600 (MS600ON) Advanced Health Assessment
4 Credit Hours
This course covers the advanced concepts related to physical examination and history taking for the advanced practice nurse. The student will perform physical examinations and apply clinical reasoning to assessing patients. Regional physical examinations, general survey, and assessment of special populations of children, pregnant women, and the older adult will be addressed.

MS605 (MS605ON) Advanced Pathophysiology
4 Credit Hours
This course covers the pathophysiologic alterations of organs and systems across the life span. Topics include the altered cellular and tissue biology, fluids, electrolytes, acids and bases, genetic diseases, mechanisms of self-defense, and the cellular proliferation of cancer.

MS610 (MS610ON) Advanced Pharmacology
4 Credit Hours
(Co-Requisite: MS605) This course covers the principles and concepts of pharmacotherapeutics, pharmacokinetics, and pharmacodynamics of the broad categories of pharmacologic agents and delivery across the lifespan.

MS615 (MS615ON) Health and Patient Safety Risk Management
4 Credit Hours
(Prereq. MS560) This course is for health care professionals who require the knowledge and skills in the area of health care risk management, compliance, and patient safety. This content prepares administrators to reduce medical errors and control adverse events. The healthcare administrator will develop the skills for working effectively with the risk management department and various healthcare departments to ensure patient safety.

MS618 (MS618ON) Human Resource Management for Healthcare
4 Credit Hours
Examines the complexities and multiple issues involved in human resources management, which are due to the unique nature of health-care organizations that employ a highly regulated workforce with specific technical discipline based on expertise with continual educational development and involved in a business devoted to patient care. Offers health-care administrators the knowledge and tools to manage people in all aspects of their work from recruiting, to hiring, to compensation, and benefits, to training and development, to motivational strategies and performance
appraisals, to promotions and terminations. Content includes the use of volunteers, employment laws, and the support provided the manager by the human resources professional.

**MS620 (MS620ON) Strategic Healthcare Planning and Management**  
4 Credit Hours  
(Prereq. MS540) This course addresses the essential strategic tasks of leading and managing health care organizations and advocates for the importance of strategic thinking and strategic planning of the management process from conceptualization and planning to development and management. Topics include marketing and the role of the marketing professional in researching and recommending market positioning.

**MS625 (MS625ON) System Design Life Cycle**  
4 Credit Hours  
(Prereq. MS500) This course covers the topic of system design for informatics. Topics include development of policy and procedures, analysis of system and strategic planning, quality outcomes, clinical information systems, human-computer interaction, usability, workflow, testing, implementing, and evaluating systems.

**MS630 (MS630ON) Clinical Outcomes and Care Environment Management – CNL Immersion I**  
2 Credit Hours  
(Prereq.: All core courses must be completed except MS670; Co-requisite: MS600) This is the initial full course in the Clinical Nurse Leader Immersion and the focus will be on illness and disease management including care management and client outcomes utilizing knowledge of pharmacology, pathophysiology, and health assessment and technology at the point of care. The student will address knowledge management and knowledge and skills related to epidemiology and management of client outcomes. The student will focus on health promotion and disease reduction and prevention management utilizing the knowledge of risk assessment, health literacy, health education, and counseling while practicing evidence based practice, clinical decision making, critical thinking, problem identification, and outcome measurement.

**MS635 (MS635ON) Clinical Outcomes and Care Environment Management – CNL Immersion II**  
2 Credit Hours  
(Prereq. All core courses must be completed except MS670; Co-Requisite: MS600) This is the continuation of the initial course in the Clinical Nurse Leader Immersion and the focus will be on illness and disease management including care management and client outcomes utilizing knowledge of pharmacology, pathophysiology, and health assessment and technology at the point of care. The student will focus on health promotion and disease reduction and prevention management utilizing the knowledge of risk assessment, health literacy, health education, and counseling while practicing evidence based practice, clinical decision making, critical thinking, problem identification, and outcome measurement. The student will additionally address the collaboration within the healthcare team.

**MS640 (MS640ON) Clinical Nurse Leadership – CNL Immersion III**  
2 Credit Hours  
(Prereq.: Must be taken in final term) This is the continuation of the Clinical Nurse Leader Immersion and the student will provide leadership in all aspects of the CNL role. There will be a continued focus will be on illness and disease management, knowledge management, and health promotion and disease reduction, and prevention management. The student will address healthcare financial issues, informatics, quality management, and management of change. The student will provide team coordination as they collaborate with other health care providers.

**MS645 (MS645ON) Clinical Nurse Leadership – CNL Immersion IV**  
2 Credit Hours  
(Prereq.: Must be taken in final term) This is the final course in the Clinical Nurse Leader Immersion and the student will provide leadership in all aspects of the CNL role. There will be a continued focus will be on illness and disease management, knowledge management, and health promotion and disease reduction, and prevention management. The student will address healthcare financial issues, informatics, quality management, and management of change. The student will provide team coordination as they collaborate with other health care providers. The capstone project will be completed in this course.

**MS650 (MS650ON) Nurse Administrator Leadership I**  
4 Credit Hours  
(Prereq.: All course cores except MS670, and Co-req.: MS615, MS618, MS620) This course provides the student with the initial externship in the nurse administrator role. Nurse administrator role students will examine the strategies for engagement of an organization and an individual.

**MS655 (MS655ON) Nurse Administrator Leadership II**  
4 Credit Hours  
(Prereq.: Must be taken in final term) This course provides the student with a capstone experience and externship in the nurse administrator role. A project providing evidence of meeting the competencies of the role of the nurse administrator will be completed.
MS660 (MS660ON) Educational Theory, Curriculum Development, and Teaching Methodologies
4 Credit Hours
This course addresses educational theory applicable to the nurse educator role. The process of curriculum development will be covered including the design of courses and programs, writing measurable objectives, and program outcomes. Topics include teaching methodologies, strategies, the learning environment, cognitive, psychomotor, and affective domains of learning, and evidence based resources to support teaching.

MS665 (MS665ON) Nurse Educator Leadership and Evaluation
4 Credit Hours
(Prereq.: Must be taken in final term) This course provides the capstone for the nurse educator role. Students will function in an educational environment, teaching and evaluating courses and/or programs. Topics include learner assessment, curriculum revision, and course and program evaluation.

MS670 (MS670ON) Advanced Nursing Evidence Based Practice and Research Methods
4 Credit Hours
This course discusses research methodology and examines the translation of current evidence into practice. Topics include identifying gaps and resolving practice problems to advance clinical practice. This course for the advanced practice nurse will expand upon the student’s understanding of evidence based practice and basic nursing research.

MS675 (MS675ON) Data Management and Healthcare Technology
4 Credit Hours
(Prereq.: MS500) This course covers the data management of healthcare information and the various healthcare technologies. Topics include databases, clinical devices, hardware (smart devices, tablets), and communication technologies.

MS680 (MS680ON) Nurse Informaticist Leadership I
4 Credit Hours
(Prereq.: all core courses except MS670, Co-Requisite are: MS625, MS675, MB611) This serves as the initial externship for the nurse informaticist. Students will function in the role of the informaticist to obtain required competencies.

MS685 (MS685ON) Nurse Informaticist Leadership II
4 Credit Hours
(Prereq.: Must be taken in final term) This serves as the capstone course for the nurse informaticist specialty. Students will complete their final externship and become eligible for the RN-BC Nursing Informatics exam.

MSC510 (MSC510ON) Information Security Systems and Organizational Awareness
4 Credit Hours
In this course, students will be introduced to the eight domains of the (ISC) 2 Common Body of Knowledge (CBK) in information security. These domains will be used as a framework to analyze critically security awareness issues and to evaluate best practices in implementing security systems within the enterprise.

MSC520 (MSC520ON) Intrusion Detection Attack and Countermeasures
4 Credit Hours
In this course, students examine common attack methods, technologies, and countermeasures. Students also gain skills needed to recognize various stages and methods of attack on the enterprise.

MSC530 (MSC530ON) Information Security and Organizational Change
4 Credit Hours
In this course, students analyze the principles of change management as they apply to the requirements and regulations of information security. Students evaluate the factors that affect corporate decision-making when implementing security programs and the ability of the manager to translate corporate needs into information security projects.

MSC540 (MSC540ON) Business and Security Risk Analysis
4 Credit Hours
This course provides students with an overview of risk management principles. Methods to identify, quantify, and qualify internal and external risks to the organization are examined. Students apply these principles and methods to the current business and risk environment.

MSC550 (MSC550ON) Information Security Project Management
4 Credit Hours
In this course, students utilize PMI’s Project Management Body of Knowledge (PMBOK) as a framework to apply project management concepts in the information security arena. Each student develops a project plan for a security assessment, which incorporates the technical and behavioral characteristics of high performance teams.

MSC560 (MSC560ON) Strategic Analysis in Information Security
4 Credit Hours
In this integrative course, students’ assess the information security risk associated with an identified management problem. Students
then develop a risk mitigation strategy which integrates principles and techniques of risk analysis, project planning and change management.

**MSC610 (MSC610ON) Design, Development and Evaluation of Security Controls**  
*4 Credit Hours*  
In this course, students transform high-level policies and procedures into quantifiable and measurable controls and mechanisms that enforce data and process integrity, availability and confidentiality.

**MSC620 (MSC620ON) Security Policies, Standards and Procedures**  
*4 Credit Hours*  
In this course, students examine the role of security policies, standards, and procedures in addressing business and technical risks and develop a security governance report to evaluate compliance across the enterprise.

**MSC630 (MSC630ON) Information Security and Assurance Policy Planning and Analysis**  
*4 Credit Hours*  
This course provides students with the expertise and skills in development of information assurance policies and deployment plans as part of the comprehensive strategic plan and operational objectives of the enterprise.

**MSC640 (MSC640ON) Risk Management and Compliance**  
*4 Credit Hours*  
In this course, students evaluate the procedures and results of risk analysis, as well as the compliance processes that address the regulatory requirements, which drive the need for risk analysis within the enterprise. Security-related regulations such as SOX, GLBA, FISMA, and HIPAA are examined.

**MSC650 (MSC650ON) Certification and Accreditation**  
*4 Credit Hours*  
In this course, students analyze an enterprise-wide view of information systems and the establishment of appropriate, cost-effective information protection programs. Within this context, students examine a set of standard policies, procedures, activities and a management structure to certify and accredit information systems for the protection of the data as well as the systems.

**TES501 (TES501ON) English Linguistics**  
*4 Credit Hours*  
This course provides a broad view of English linguistics, beginning with the larger units of linguistic structure, the text, and working its ways down through successively smaller structures (sentences, words, and finally speech sounds).

**TES502 (TES502ON) English Language Teaching**  
*4 Credit Hours*  
This course provides an introduction to language teaching methodology. It covers theoretical as well as practical issues but has a practical focus. Students will discuss approaches, methods, techniques, procedures and models, in relation to mixed ability learners, the roles of a teacher, native-speaker teachers and non-native-speaker teachers, teachers’ attitudes to feedback and correction, all of which go into the practice of English teaching.

**TES503 (TES503ON) Sociolinguistics and the ESL Classroom**  
*4 Credit Hours*  
(Prereq.– TES501) This course provides an introduction to the field of sociolinguistics for second and foreign language teachers. It covers the basic areas of sociolinguistics, including regional and social variations in dialects, language and gender, World English, and intercultural communication.

**TES504 (TES504ON) Second Language Acquisition**  
*4 Credit Hours*  
(Prereq.– TES501) This course presents and discusses the ways in which second languages are learned, by adult and children, both first and second languages.

**TES505 (TES505ON) Teaching Language Construction, Grammar, and Pronunciation**  
*4 Credit Hours*  
(Prereq.– TES501) This course focuses on the structure and use of language forms (morphology, syntax, semantics, pronunciation, and spelling). Students will discuss grammar presentation and practices activities, grammar games; also concentrate on sound and pronunciation, intonation issues.

**TES506 (TES506ON) Teaching Language Reading**  
*4 Credit Hours*  
(Prereq.– TES501) This course focuses on both theory and practice in developing literacy for students of diverse linguistic backgrounds. It addresses the development of reading in second language learners and effective instructional strategies for teaching reading.

**TES507 (TES507ON) Teaching Language Writing**  
*4 Credit Hours*  
(Prereq.– TES501) This course introduces students to the pedagogical approaches of second language writing in the framework of current theoretical perspectives on second language writing processes, practices, and writers.
**TES508 (TES508ON) Teaching Language Listening**  
4 Credit Hours  
(Prereq.– TES501) This course discusses the effect on the students’ acquisition of good pronunciation and other speaking habits, the difference between intensive listening and extensive listening, different skills for listening, and six principles for listening.

**TES509 (TES509ON) Teaching Language Speaking**  
4 Credit Hours  
(Prereq.– TES501) In this course, students discuss how speaking activities provide opportunities for rehearsal, three types of speaking activities, how students to get involved in successful discussions, and the ways teachers should correct in speaking activities.

**TES510 (TES510ON) Content-Based Teaching Methodology**  
4 Credit Hours  
(Prereq.– TES501) This course trains students in the techniques of content-based ESL instruction and assists them in developing and implementing content-based materials and programs appropriate to their educational institutions and situations.

**TES511 (TES511ON) Language Assessment**  
4 Credit Hours  
(Prereq.– TES501) This course examines in depth the major categories of language assessment. The main topics include approaches to evaluating language sub-skills (vocabulary, grammar, pronunciation); models of language assessment; examination of standardized tests and appropriate application; and research-based framework linking assessment to instruction.

**TES512 Practicum**  
4 Credit Hours  
(Prereq.– TES501, and must be taken in the last 2 terms of the program) This course addresses practical teaching matters, including lesson planning, motivation, classroom management, and moral issues. In this course, students will have 10 hours of class lecture, 20 hours of peer teaching and assessment, and 60 hours of hours of classroom observation, supervised teaching and assessment.

**TES513 (TES513ON) Teaching with Technology**  
4 Credit Hours  
(Prereq.– TES501) This course provides conceived methodological ideas, approaches, tasks, activities, and/or techniques to better accomplish their pedagogical goals.

**TES514 (TES513ON) Cross-Cultural Communication**  
4 Credit Hours  
(Prereq.– TES501) This course provides subject areas of U.S. culture and cross-cultural communication as a vehicle for teaching English. This course helps students understand and adapt to American culture and to cultural differences affecting their communication with speakers of American English.
Administration and Organization

The following campus locations operating as American National University are owned and controlled by American National University, Inc., a Virginia corporation which is owned and controlled by National University Services, Inc., a Virginia Corporation: Charlottesville, VA; Danville, VA; Harrisonburg, VA; Lynchburg, VA; Martinsville, VA; Roanoke, VA; Parkersburg, WV; and Princeton, WV; Dayton, OH; Youngstown, OH; and Bristol TN.

The Officers and Directors of American National University, a Virginia Corporation are:

- **Frank Longaker** ............ Chairman, Treasurer, Director
- **Jason R. Towers** ............ Director
- **Steven Cotton** .............. Director
- **Lindsay Mayhue** ............ Secretary

There is a Campus Advisory Board at each individual campus. Every member of the campus community has representatives on the committee. The membership of the committee includes a minimum of two members of the faculty, three outside members from the professional, technical, and/or business community (on those campuses which offer an Associate's degree in a health care program, two additional outside members who must be licensed professional health care providers), one non-voting representative from the student population, one member from the student service area, one member of the Alumni, and one member from the administration.

The Campus Advisory Board meets two times a year or as required by the committee chairman. Minutes of committee meetings are to be maintained at both the campus and the office of the Regional Vice President of Operations. The Campus Director is responsible for notifying the President, Regional Vice President of Operations and the Program Development Committee of the local Campus Advisory Board’s findings and recommendations. Names of Campus Advisory Board members may be requested from the local Campus Director.
University Administrative Staff

President ................................................................. Frank Longaker
Executive Vice President and General Counsel. .............................. Steven Cotton
Executive Vice President of Campus Operations .......................... Jason Towers
Executive Vice President of Academic Affairs .............................. Cathy Plunkett
Vice President of Accounting and Financial Services .................... April Howard
Vice President of Academic Affairs, Business and Management Programs .... Annette Chamberlin
Vice President of Academic Affairs, Health Science Education ........... Diane Morey
Vice President of Communications ........................................ Chuck Steenburgh
Vice President of International Relations ................................. Elizabeth Fondong

Regional Director of Admissions ........................................... Trent Ramey

Executive Director of Career Support Services ............................ Shonny Cooke
Executive Director of Compliance and Accreditation ..................... David Yeaman

Director of eUniversity Program Delivery ................................. Bridget Moore
Director of IT Support Services ........................................... Becky S. Dudley
Director of Library Services ................................................ Eric Rector
Institutional Coordinator of Academic Scheduling ....................... Noel V. Denney
Comptroller .................................................................. Carl Robertson
Director of Repayment Success .............................................. Jodie Terry
Director of Academics and Financial Aid Processing .................. Bettie Clay
Regional Director of Health Science Education .......................... Rhonda Epps
**Campus Directors for American National University’s Virginia, West Virginia, and Ohio Campuses**

Jesse Klenk ............................................................ Charlottesville, VA
John Scott ............................................................ Danville, VA
Wandile Maseko ...................................................... Harrisonburg, VA
Robert Slusher ....................................................... Lynchburg, VA
John Scott—Interim .................................................... Martinsville, VA
John Keriazakos ....................................................... Roanoke Valley, VA
Tracey Thompson ..................................................... Parkersburg, WV
Denver Riffe ............................................................ Princeton, WV
Charlotte Brinneman ............................................... Dayton Area, OH
Christin Long .......................................................... Youngstown, OH

**Campus Directors for National College’s Tennessee Campuses**

Doris Combs .......................................................... Bristol, TN

**Whom To Contact**

Students may contact the representatives listed below during regular business hours:

School security policies and crime statistics ................................ Student Services Representative
Information on completion and graduation rates ................................ Student Services Representative
School Information ................................................... Admissions Representative
Financial Aid Information ............................................. Student Services Representative
Campuses

American National University—Charlottesville, VA

American National University opened its Charlottesville campus in 1979 and continues to build on its reputation among Central Virginia employers for its skilled graduates. Located on Seminole Trail, the Charlottesville campus is easily accessible by Highway 29, Route 250, and I-64. The campus resides in an area recognized for its thriving business community, enabling our graduates to explore career opportunities in a wide variety of industries. This 20,000-square-foot campus houses 12 classrooms, three computer labs, a medical lab and an information technology lab.

The Charlottesville campus offers associate’s degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.

Staff

Campus Director – Jessee Klenk
Administrative Assistant – Mary Oxenrider
Admissions Representatives – Lisa Sites, David Veach
Student Services Representative – Diane Coombs
Director of Health Science Education – Larry Liggan
Director of IT Programs – Stacy Burkett
Director of Business Administration – William Alberts

Associate’s Degrees/Associate of Science

Business Administration – Accounting
Business Administration – Management
Cybersecurity*
Medical Assisting
Network Support

Diplomas

Accounting
Business Administration
Medical Billing and Coding
Medical Office Professional 2016

*No longer enrolling
American National University—Danville, VA

American National University has been offering career-oriented education since 1982 and continues to build on its reputation among Southside Virginia employers for its accomplished graduates. Centrally located in the heart of Danville’s commercial district on Old Riverside Drive, the Danville campus is easily accessible from US Routes 58 and 29 and is conveniently located near the public transportation route. The University serves students throughout Southside Virginia and neighboring communities in North Carolina. This 14,109-square-foot facility features 9 classrooms, three computer labs, a medical assisting lab, a surgical technology lab and an information technology lab.

The Danville campus offers bachelor’s degrees, associate’s degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.

### Staff

**Campus Director** – John Scott  
**Administrative Assistant** – Nancy Elam  
**Receptionists** – Queonna Jones, Tasha Covington  
**Admissions Representatives** – Barbara Rakes, Heather Dishmun  
**Student Services Representative** – Jason Evans  
**Director of Business/Accounting** – Bryan Rawlinson  
**Director of Health Science Education** – Gary Jenkins  
**Director of Surgical Technology** – Jennifer Allen

### Baccalaureate Degrees

- Bachelor of Business Administration – Management

### Associate’s Degrees/Associate of Science

- Business Administration – Accounting
- Business Administration – Management
- Medical Assisting
- Surgical Technology*

### Diplomas

- Accounting  
- Business Administration  
- Medical Office Professional 2016  
- Pharmacy Technician  
- Phlebotomy and ECG Technician

*No longer enrolling
American National University—Harrisonburg, VA

American National University opened its doors in Harrisonburg in 1989. Upon opening its new campus in 2007, the College continues to build on its reputation among Northern and Central Virginia employers. Located on Country Club Road, the Harrisonburg campus is easily accessible from I-81 and Route 33 and is convenient to the city bus service. The campus resides in an area that is poised for economic growth, enabling our graduates to explore career opportunities across many businesses. This 30,000-square-foot facility houses 11 lecture rooms, five computer rooms, three medical labs, two surgical technology labs and an information technology lab.

The Harrisonburg campus offers bachelor’s degrees, associate’s degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.

Staff

Campus Director – Wandile Maseko
Administrative Assistant – Sally Imran
Receptionists – Sharon Bowman, Phyllis Reeves
Admissions Representatives – Monica Dobson, Teressa Daniels
Librarian –
Student Services Representative – Sandra Craig
Director of Health Science Education – Christopher Weve
Director of Surgical Technology – Karen Sherback
Director of IT Programs – Felix Baez

Baccalaureate Degrees

Bachelor of Business Administration – Accounting
Bachelor of Business Administration – Management
Network Administration

Associate’s Degrees/Associate of Science

Business Administration – Accounting
Business Administration – Management
Cybersecurity*
Medical Assisting
Network Support
Surgical Technology

Diplomas

Accounting
Business Administration
Medical Billing and Coding
Medical Office Professional 2016

*No longer enrolling
American National University—Lynchburg, VA

American National University has been helping students in the Lynchburg area achieve their education goals since 1979 and continues to build on its reputation among local employers for its accomplished graduates. The Lynchburg campus is located just off US 460 in the Timberlake area of the “Hill City.” The campus resides in a thriving area of industrial and economic growth, permitting our graduates to explore career opportunities across many businesses. This 17,800-square-foot, two-building facility houses 12 classrooms, five computer labs, a medical assisting lab and an information technology lab. The campus is conveniently located close to the public transportation route.

The Lynchburg campus offers bachelor’s degrees, associate’s degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.

Staff

Campus Director – Robert Slusher
Administrative Assistant – Liz Callaham
Admissions Representatives – Phyllis F. Carimi, Nancy Wilcox
Student Services Representative – Sherry Loring
Director of Health Science Education –
Director of IT Programs – Pamela Hooper

Baccalaureate Degrees

Bachelor of Business Administration – Management

Associate’s Degrees/Associate of Science

Business Administration – Accounting
Business Administration – Management*
Medical Assisting
Network Support

Diplomas

Medical Billing and Coding
Medical Office Professional 2016
Pharmacy Technician
Phlebotomy and ECG Technician

*No longer enrolling
American National University—Martinsville, VA

American National University of Martinsville was the first of Virginia’s “Southside” campuses, opening its doors in Patrick and Henry counties in 1978. The University is located on North Memorial Boulevard on US 220. The facility is easily accessible from Business Routes US 58 and US 57, on the public transportation route. The campus resides in an area that is poised for economic growth, enabling our graduates to explore career opportunities across many businesses. This 16,000-square-foot facility houses 9 lecture classrooms, three computer labs, a medical assisting lab and an information technology lab.

The Martinsville campus offers associate’s degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.

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<td><strong>Administrative Assistant</strong> – Lisa Kendrick</td>
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American National University—Roanoke Valley, VA

American National University's Roanoke Valley Campus was the original campus of National College, founded in 1886. As the main campus of American National University since 2013, it continues the tradition of excellence established more than 125 years ago, and offers an increasing variety of baccalaureate and graduate programs, English as a Second Language (ESL) instruction, and corporate training through its School of Professional Development located in Manassas, Virginia. It also offers graduates of American National University a seamless transition to bachelor’s and master’s degree programs through on-campus and online learning. The Roanoke Valley Campus resides in a thriving area of economic growth, enabling our graduates to explore career opportunities in the fields of health care, business and computer technology. Located close to I-81, the 48,180-square-foot facility houses 14 lecture rooms, seven computer classrooms, three medical labs and an information technology lab.

American National University's Roanoke Valley Campus offers master’s degrees, bachelor's degrees, associate's degrees, and diploma programs in a range of high-demand fields, including business, health care and computer technology.

**Master’s Degree’s**

- Master of Business Administration
- Master of Business Administration—Information Technology
- Master of Science in Nursing
- Master of Science in Cybersecurity
- Master of Science in Information Technology
- TESOL

**Associate’s Degrees/Associate of Science**

- Business Administration—Accounting
- Business Administration—Management
- Health Information Mgmt
- Medical Assisting
- Network Support
- Paralegal
- Pharmacy Technician

**Diplomas**

- Accounting
- Business Administration
- Medical Billing and Coding
- Medical Office Professional 2017
- Pharmacy Technician
- Phlebotomy & ECG Technician

**Other Educational Offering**

- English as a Second Language

**Certificates**

- Information Technology Skills
- Paralegal Studies
- Medical Assisting

**Staff**

**Campus Director** – John Keriazakos

**Administrative Assistant** – JoAnne Buckley

**Admissions Representatives** – Chris Herron, Tyrone Moore

**Student Services Representative** – Ellen Hairston

**Librarian** – Brittany Ford

**Director of Health Science Education** – Rebekah Thompson

**Director of the English Language Institute** –

**Director of Information Technology** – Patricia Foley

**Department Chair of Business Administration Management** – Matthew George

**Department Chair of MBA Programs** – Annette Chamberlin
American National University—Parkersburg, WV

American National University opened its Parkersburg campus in 2011. Since opening, the University has been helping working adults in the Mid-Ohio Valley area to achieve their education goals and is establishing a strong relationship with Wood County employers for its skilled graduates. Located near the Park Shopping Center, the Parkersburg campus is easily accessible from OH-7 (Belpre), US 50/WV-68 and I-77. The 22,000-square-foot campus is comprised of eight classrooms, three computer labs, a medical lab and an information systems engineering lab. Public transportation service is easily accessible from this campus.

American National University’s Parkersburg campus offers associate’s degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.

### Staff

- **Campus Director** – Tracey Thompson
- **Administrative Assistant** – Katelyn Board
- **Admissions Representative** – Gregory Blankenship
- **Student Services Representative** – April Riddle
- **Director of Health Science Education** – Leah Lane

### Associate’s Degrees/Associate of Science

- Business Administration – Accounting
- Business Administration – Management
- Medical Assisting

### Diplomas

- Medical Billing and Coding
- Medical Office Professional 2016
- Pharmacy Technician
- Phlebotomy and ECG Technician
American National University—Princeton, WV

The Princeton campus is nestled in the beautiful Appalachian Mountains of West Virginia on Hilltop Drive and is easily accessible from I-77 and HWY-460. The 20,000-square-foot facility resides in a growing business community, enabling our graduates to explore career opportunities across a wide range of businesses. It houses seven classrooms, four computer labs, a medical lab and an information technology lab. Public transportation service is available to this location.

American National University has helped working adults in the Bluefield/Princeton area achieve their education goals since 1981 and continues to build its reputation with Mercer County employers for its skilled graduates.

Staff

Campus Director – Denver Riffe
Administrative Assistant – Dottie Kessler
Office Manager – Mary Jane Pritt
Director of Admissions – Tonya Elmore
Admissions Representative –
Student Services Representative – Patricia Mitchern
Director of Health Science Education – Sharon Harding

Associate’s Degrees/Associate of Science

Business Administration – Management*
Medical Assisting
Network Support

Diplomas

Business Administration
Medical Billing and Coding
Medical Office Professional 2016
Pharmacy Technician
Phlebotomy and ECG Technician

Certificates

Medical Assisting

*No Longer Enrolling
National College—Bristol, TN

Located near the Virginia/Tennessee state line, the Bristol campus opened its doors in 1992. Since then, it has drawn students throughout the Tri-Cities region. The campus is located off I-81, and public transportation is widely available. National College has helped working adults and traditional students in the Bristol area achieve their education goals while continuing to build its reputation among local employers for its graduates. The 20,000-square-foot campus features 9 classrooms, four computer labs, a medical lab and an information technology lab.

The National College Bristol campus offers bachelor’s degree, associate’s degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.

Staff

**Campus Director** – Doris Combs  
**Administrative Assistant** – Peggy Smith  
**Admissions Representative** – Joshua Fairchild  
**Student Services Representative** – Marla Quesenberry  
**Director of Health Science Education** – Sheri Jessee

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*No Longer Enrolling
American National University—Dayton Area, OH

Students in Ohio’s Miami Valley have a rich resource in American National University’s Dayton Area Campus. Conveniently located in Kettering Towne Center, the Dayton Area campus is easily accessible from I-675 and is located in an area populated with a diversified group of corporations and companies, enabling our graduates to explore possible career opportunities in a variety of industries. This 17,000-square-foot campus includes four computer labs, two medical labs, a surgical technology lab, an information technology lab and six additional classrooms. Public transportation service is available to this location.

The Dayton Area campus offers associate’s degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.

Staff

**Campus Director** – Charlotte Brinneman  
**Administrative Assistant** – Ginny Gauthier  
**Director of Student Services** – Amanda Riley  
**Student Services Representative** – Elleyn Hackley  
**Admissions Representatives** – Tammy Lovett, Cheryl Holt, Jessica Moore  
**Director of Health Information Management** – Renee Smith  
**Director of Health Science Education** – Joshua Deppen  
**Director of Surgical Technology** – Sarah Brannon

### Associate’s Degrees/Associate of Applied Business

- Business Administration – Accounting  
- Business Administration – Management

### Associate’s Degrees/Associate of Applied Science

- Health Information Management  
- Medical Assisting  
- Paralegal  
- Pharmacy Technician  
- Surgical Technology

### Diplomas

- Accounting  
- Business Administration  
- Medical Office Professional 2016  
- Pharmacy Technician

### Certificates

- Paralegal Studies  
- Phlebotomy and ECG Technician
Located in the booming Liberty commercial district area, American National University’s 24th campus brings focused education to the Mahoning Valley of Northeastern Ohio and surrounding communities. Situated between Pittsburgh and Cleveland, in an area experiencing an economic transformation, future American National University graduates will be given the education to fill high-growth career positions in business, health care and computer technology. This 26,000-square-foot campus is located in the booming Liberty commercial district and is conveniently accessible from all major highways and public transportation routes. It houses 13 classrooms, four computer labs, three medical labs, a surgical technology lab and an information technology lab.

The Youngstown campus offers associate’s degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.

### Staff

**Campus Director** – Christin Long  
**Administrative Assistant** – Gretchen Garza  
**Director of Admissions** – Christine Habuda  
**Student Services Representative** – Nicole Yoder  
**Director of Health Science Education** – Rocky Pitoscia  
**Director of IT Programs** –  
**Director of Surgical Technology** – Cari Gallagher  
**Director of Pharmacy Technology** – Dr. Kevin Chakos  
**Academics Lead Instructor** – Andrew Bistarkey

### Associate’s Degrees/Associate of Applied Business

- Business Administration – Accounting  
- Business Administration – Management *

### Associate’s Degrees/Associate of Applied Science

- Health Information Management  
- Medical Assisting*  
- Network Support  
- Pharmacy Technician  
- Surgical Technology

### Diplomas

- Business Administration  
- Medical Office Professional 2016

### Certificates

- Phlebotomy and ECG Technician  
- Medical Assisting

*No Longer Enrolling
Campus Locations

Administrative Offices

P.O. Box 6400
Roanoke, VA 24017
540.986.1800

1837 Woodman Center Dr.
Kettering, OH 45420
937.299.9450

1638 Bell Rd.
Nashville, TN 37221
615.333.3344

Office Hours

Monday–Friday: 8:00 a.m.–5:00 p.m. | Saturday by appointment

American National University—Virginia

Charlottesville
3926 Seminole Trail
Charlottesville, VA 22911
434.220.7960

Danville
336 Old Riverside Dr.
Danville, VA 24541
434.793.6822

Harrisonburg
1515 Country Club Rd.
Harrisonburg, VA 22802
540.432.0943

Lynchburg
104 Candlewood Ct.
Lynchburg, VA 24502
434.239.3500

Martinsville
905 N. Memorial Blvd.
Martinsville, VA 24112
276.632.5621

American National University—West Virginia

Parkersburg
110 Park Center Dr.
Parkersburg, WV 26101
304.699.3005

Princeton
421 Hilltop Dr.
Princeton, WV 24740
304.431.1600

Roanoke Valley
1813 E. Main St.
Salem, VA 24153
540.986.1800

American National University—Ohio

Dayton Area
1837 Woodman Center Dr.
Kettering, OH 45420
937.299.9450

Youngstown
3487 Belmont Ave.
Youngstown, OH 44505
330.759.0205

American National University—Tennessee

National College—Tennessee

Bristol
1328 Hwy 11W
Bristol, TN 37620
423.878.4440
Undergraduate Course Descriptions

Preparatory

These courses carry four credit hours and count toward attempted hours for purposes of Standards of Academic Progress. However, these courses do not count toward programmatic requirements for graduation. A student not passing a placement evaluation or a student with a recommendation from the department chair will be required to take the required university preparatory course associated with that placement evaluation in addition to their other curriculum requirement. This requirement is for all academic programs, regardless of particular classes or prerequisites in the program. Preparatory course placement evaluations are waived for students who have earned an Associate’s or Bachelor’s degree from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

ENG090 Basic English
4 Non-Degree Credits
This course is designed to develop and enhance students’ basic English skills.

MAT090 Basic Math
4 Non-Degree Credits
This course is designed to develop and enhance students’ basic math skills.

IT090 Basic Computing
4 Non-Degree Credits
Students taking this course will gain a solid understanding of the fundamentals of computers and computing as well as current trends in technology as they are applied in today’s enterprise environment.

Accounting

ACC101 (ACC101ON) Principles of Accounting I
4 Credit Hours
This introductory level course focuses on contemporary accounting practices and the procedures of individually owned businesses.

ACC102 (ACC102ON) Principles of Accounting II
4 Credit Hours
(Prereq. – ACC101) This advanced course focuses on the principles of accounting as applied to inventory, tangible assets, owner’s equity, and the wholesale or retail business. This course also provides a review of procedures for preparing end-of-the-year financial statements and the annual report.

ACC110 (ACC110ON) Payroll Accounting
4 Credit Hours
(Prereq. – ACC101) Payroll Accounting illustrates the methods of computing wages, deductions, and salaries; the methods of keeping records, and the preparation of government reports.

ACC115 (ACC115ON) Computerized Accounting
4 Credit Hours
(Prereq. – ACC102, COM151) Students will learn how to use the computer to apply the basic principles and procedures of accrual accounting. The focus of this course will include: general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory, and job costs by using and familiarizing themselves with QuickBooks software.

ACC200 (ACC200ON) Principles of Accounting III
4 Credit Hours
(Prereq. – ACC102) This course focuses on corporate accounting. Students will learn about corporate organizations, capital stock, earnings and bonds, investments, branch operations, cost accounting, and financial statement analysis.
ACC201 (ACC201ON) Intermediate Accounting I
4 Credit Hours
(Prereq. – ACC200) This is the first in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain an in-depth knowledge of primary financial statements, revenues, receivables, and the use of present/future value techniques.

ACC203 (ACC203ON) Cost Accounting I
4 Credit Hours
(Prereq. – ACC200) This course provides students with an introduction to major topics including: job order costs; process costing; by-product and joint product costing; factory overhead planning and control; quantitative models for materials, and labor-related costs.

ACC216 (ACC216ON) Income Tax
4 Credit Hours
(Prereq. – ACC101) This course provides students with an introduction to tax preparation for individuals.

ACC299 Accounting Externship
4 Credit Hours
(Prereq. – Advisor's approval and completion of 48 credit hours with a CGPA of 2.0) Students will gain practical skills and hands-on experience by spending 120 clock hours in a supervised accounting environment.

ACC313 (ACC313ON) Managerial Accounting
4 Credit Hours
(Prereq. – ACC200, BUS121) Students taking this course will learn accounting concepts used in managerial decision-making. Students will have the opportunity to apply these concepts to case studies. Course work focuses on the preparation of individual and corporate returns.

ACC314 (ACC314ON) Auditing
4 Credit Hours
(Prereq. – ACC320) The focus of this course includes auditing theory and practice, working papers, financial statements, and professional ethics. Students will gain an in-depth understanding of auditing standards, statistical compliance testing, and substantive testing. (BBA students only)

ACC317 (ACC317ON) Cost Accounting II
4 Credit Hours
(Prereq. – ACC203) This course provides students with a detailed study of cost accounting. Emphasis is placed on standard costs, flexible budgets, variance analysis, and differential cost analysis. Course work also includes: direct costing, intracompany transfer pricing, product pricing, marketing, cost analysis, linear programming applications, and capital expenditures. (BBA students only)

ACC320 (ACC320ON) Intermediate Accounting II
4 Credit Hours
(Prereq. – ACC201) This is the second in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain an in-depth knowledge of inventory; acquiring and writing off non-current assets; investments in debt and equity securities, and debt and equity financing.

ACC416 (ACC416ON) Advanced Taxation
4 Credit Hours
(Prereq. – ACC216) Students taking this course will discuss capital gains, tax-deferred transaction, minimum tax, investment credit, and corporate taxation. Emphasis is placed on estate and gift taxation. (BBA students only)

ACC418 (ACC418ON) Municipal and Institutional Accounting
4 Credit Hours
(Prereq. – ACC320) This advanced course provides students with a study of accounting as it applies to municipalities and non-profit organizations. Both general and various specialized funds will be discussed. (BBA students only)

ACC420 (ACC420ON) Intermediate Accounting III
4 Credit Hours
(Prereq. – ACC320) This is the final in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. The focus of this advanced course includes: the more complex issues of leases; accounting for income taxes; pension accounting; earnings per share; correcting errors, and analyzing financial statements. (BBA students only)

BUS101 (BUS101ON) Introduction to Business
4 Credit Hours
This introductory course in modern business focuses on basic business terms, business concepts, organization structures, and the functions of business.

BUS110 (BUS110ON) Business Mathematics I
4 Credit Hours
(Prereq. – MAT090 if applicable) Students will learn basic business math concepts, including number systems, fractions, decimals, the metric system, and problem solving.
BUS117 (BUS117ON) Supervision
4 Credit Hours
Students taking this course will learn how to be effective supervisors. Topics for discussion include how supervisors inspire, empower and develop people so that they become more effective in their working roles, the supervisory function for employee and workplace safety, and the supervisor’s responsibilities for planning and decision-making.

BUS121 (BUS121ON) Principles of Economics
4 Credit Hours
This course provides students with a study of how individuals attempt to satisfy their wants through consuming goods and services. Topics for discussion include: the U.S. economic system; government finance, and the consumption and distribution of the national wealth.

BUS123 (BUS123ON) Practical Law
4 Credit Hours
Students taking this course will discuss the United States Constitution as it relates to the business community, commercial paper, negligence, criminal law, bankruptcy, and employment law.

BUS125 (BUS125ON) Principles of Management
4 Credit Hours
This course focuses on decision-making, strategic planning, organizing, and job organizational design aspects that are essential to the field of management.

BUS210 (BUS210ON) Business Mathematics II
4 Credit Hours
(Prereq. – BUS110) Students will build on skills they acquired in Business Math I. Emphasis is placed on such topics as simple interest, the discounting process, compound interest, and present values.

BUS217 (BUS217ON) Organizational Behavior
4 Credit Hours
Students taking this course will learn how interpersonal relationships develop in an organization and how the organization deals with both formal and informal power structures. Topics for discussion include motivation, leadership, organizational environment, and communication.

BUS218 (BUS218ON) Customer Service Management
4 Credit Hours
(Prereq.-BUS101) The focus of this course is Customer Relationship Management (CRM), a strategic methodology emphasizing the centrality of customers to an organization’s existence. The course examines best practices in enhancing customer relationships over time which enhances an organization’s competitive position and increases its profitability.

BUS223 (BUS223ON) Sales and Contract Law
4 Credit Hours
This course provides an examination of the principles of law as they relate to contract and the application of the uniform commercial code as it relates to sale-of-goods contracts.

BUS224 (BUS224ON) Organizational Leadership
4 Credit Hours
Students taking this course will examine concepts of leadership and explore skills to become leaders. Students will learn how leaders set goals, resolve conflict, manage change and motivate the workforce.

BUS225 (BUS225ON) Business Communications
4 Credit Hours
(Prereq.- ENG090 if applicable) A comprehensive course in business communication, that includes the study and practice of concepts and skills as they apply to business and professional settings including written communication, business and professional presentations, interpersonal and group dynamics. Special attention is given to learning to communicate effectively in multiple formats as professional in today's digital, social, and mobile world.

BUS227 (BUS227ON) Human Resource Management
4 Credit Hours
This course examines the principles of employee selection, job design, performance appraisal, compensation, training and development, safety and health, and labor relations.

BUS228 (BUS228ON) Principles of Marketing
4 Credit Hours
This course focuses on the concepts and practices of the marketing function. Students taking this course will examine both macro- and micro-environmental variables as they influence the marketing function.

BUS270 (BUS270ON) Introduction to Project Management
4 Credit Hours
Students will be guided through a four-phase systematic approach to project concepts, study, design, and implementation. Course work will include real world case studies that emphasize aspects of the project phases.
BUS310 (BUS310ON) Quality Assessments, Outcomes, and Improvements

4 Credit Hours
(Prereq. – HCM310) This course focuses on the practical application of quality principles. Students learn how to solve problems through data analysis and by applying quality principles to solve simulated business challenges. Students also learn how to make necessary calculations for charts and graphs used in solving consumer issues.

BUS324 (BUS324ON) Financial Planning and Investment

4 Credit Hours
(Prereq. – ACC313, BUS125) Students taking this course will study the fundamental principles underlying investment and the various types of investment securities. Course work also includes a study of security analysis. (BBA students only)

BUS350 (BUS350ON) Managing the Small Business

4 Credit Hours
(Prereq. – BUS101, BUS228) This course examines the various aspects of starting, acquiring, and operating a small business enterprise. Students will discuss various problems encountered by small businesses.

BUS386 (BUS386ON) Money, Banking and the Financial Marketplace

4 Credit Hours
(Prereq. – BUS121) Students who take this course will learn the structures and effects of commercial banking and relationships, the Federal Reserve System, monetary theory, and the impact of regulatory agencies. (BBA students only)

BUS390 (BUS390ON) Research and Report Writing

4 Credit Hours
(Prereq. – BUS125) This course helps students learn how to communicate extensive information to various audiences. Topics include preparation of text, analyzing data, developing graphics, logical organization, and effective presentation. (BBA students only)

BUS391 (BUS391ON) Production and Operations Management

4 Credit Hours
(Prereq. – BUS125, BUS110) This course provides a survey of production capacity planning, job design, and inventory management. Students will discuss topics such as standards and work measurements, scheduling, and quality control. (BBA students only)

BUS392 (BUS392ON) Purchasing and Materials Management

4 Credit Hours
(Prereq. – ACC101, BUS125, BUS110) Students taking this course will receive an in-depth analysis of the various purchasing techniques used in the public, private, and foreign sectors. Topics for discussion include: forecasting, inventory control, price determination, and cost analysis. (BBA students only)

BUS413 (BUS413ON) Cash Flow Analysis for Decision-making

4 Credit Hours
(Prereq. – HCM313) This course introduces the standard techniques and recent advances in financial management. Emphasis is on the managerial implications of financial analysis. Extensive knowledge of finance is not required, though a familiarity with basic principles and some experience working with financial statements is helpful.

BUS420 (BUS420ON) Project Management

4 Credit Hours
(Prereq. – This course can only be taken during the last two terms of a student's program) This course helps students create project plans, assemble and lead problem-solving teams, eliminate or manage potential stumbling blocks, and complete projects on time and within budget.

BUS490 (BUS490ON) Corporate Budgeting

4 Credit Hours
(Prereq. – ACC200) Students taking this course will study the application of financial principles and analysis in business situations. This course examines topics such as capital budgeting, capital structure, asset management, and various types of securities. (BBA students only)

BUS495 (BUS495ON) Strategic Management

4 Credit Hours
(Prereq. – This course can only be taken during the last two terms of a student's program) This is a capstone course that covers strategic management concepts utilizing theory and case studies. This seminar course focuses on business strategy, the concept of competitive advantage, and the management of organizational structure and strategy. (BBA students only)

BUS499 Business Externship

4 Credit Hours
Students will gain practical skills and hands-on experience by spending 120 clock hours in a supervised business environment.
LGL203 Legal Terminology
4 Credit Hours
This terminology course presents legal vocabulary in a manner that is simple and logical. Students will learn pronunciation, meaning, and spelling.

LGL205 Legal Research
4 Credit Hours
(Prereq. – LGL203) Students taking this course will develop the specialized knowledge and the skill to enable them to effectively use law texts and other law library resources. Students will analyze case law.

Computers

COM151 (COM151ON) The Microsoft® Office
4 Credit Hours
This is an introductory course that provides a comprehensive study of The Microsoft® Office. This course is a combination of lecture and hands-on training.

COM234 (COM234ON) Desktop Applications
4 Credit Hours
(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Word, Microsoft® PowerPoint, and desktop publishing to prepare documents and presentations.

COM235 (COM235ON) Spreadsheet Applications
4 Credit Hours
(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Access and Microsoft® Excel to prepare databases and spreadsheet applications.

COM299 Computer Externship
4 Credit Hours
(Prereq. – Completion of 48 credit hours with a CGPA of 2.0) Students will have an opportunity to explore potential computer career paths and gain hands-on experience by working 120 hours in a business or organization under the supervision of experienced professionals.

Education

EDU 300 (EDU300ON) Strategies for Teaching and Learning
4 Credit Hours
This course is designed to prepare Health Professionals to the complex role of teaching and classroom management. This course examines: teaching methodologies that support learning, diversity in learning styles and student groups, effective strategies for learning through the teaching cycle from preparation to practice to evaluation and reflection.

EDU 320 (EDU320ON) Theories and Principles of Adult Learning
4 Credit Hours
This course is designed to provide an understanding into how adults learn, to prepare the instructor to be more effective in their practice and become more responsive to the needs of the learner. This course examines: Andragogy, self-directed learning, transformational learning, active learning, instructional systems design, problem solving and problem based learning that effects how the adult learner studies.

English

ENG102 (ENG102ON) English Composition
4 Credit Hours
(Prereq. – ENG090 if applicable) Students taking this course will study and discuss rhetoric, style, and composition, with special emphasis on written communication skills.

ENG126 (ENG126ON) Oral Communication
4 Credit Hours
Students taking this course will develop the ability to express themselves effectively in public and private settings.
English as a Second Language

**ESL1111 Beginning English – Reading, Writing, and Grammar**  
*0 Credit Hours*  
In this class, students will form words into sentences, learn and practice basic sentence construction rules, and complete a variety of introductory writing tasks. Emphasis is on sentence structure, grammar, and vocabulary.

**ESL2211 Beginning English – Listening, Speaking, and Vocabulary**  
*0 Credit Hours*  
In this class, students participate in simple discussions, form basic questions, and respond to questions. This class employs retelling, summary, and other comprehension strategies to discuss texts that are assigned and read.

**ESL1112 Foundations of English – Reading, Writing, and Grammar**  
*0 Credit Hours*  
(Prereq.– ESL1111) In this class, students will improve their ability to write organized paragraphs and identify the four basic types of sentences. Students will create narrative and expository documents and be able to name and use the eight parts of speech. The class will introduce and complete a diversity of writing activities.

**ESL2212 Foundations of English – Listening, Speaking, and Vocabulary**  
*0 Credit Hours*  
(Prereq.– ESL2211) In this class, students will use clear vocabulary in conversations and discussions. Also, students will use, with increasing accuracy, correct verb tenses and complete sentence structures when speaking. Students will construct and deliver organized, fundamental oral presentations.

**ESL1113 Intermediate English I – Reading, Writing, and Grammar**  
*0 Credit Hours*  
(Prereq.– ESL1112) In this class, students will write organized thesis-driven essays of 1-2 pages. Students will show an increasing command of simple and progressive verb tenses. Expository writing will include descriptive and fundamental persuasion exercises, summation and reflection.

**ESL2213 Intermediate English I – Listening, Speaking, and Vocabulary**  
*0 Credit Hours*  
(Prereq.– ESL2212) In this class, students will improve their ability to express opinions, in a balanced and effective manner. Students will demonstrate an increasing ability to follow native speakers in casual conversation, in question and answer discussions, and will improve their ability to understand and react to national news shows such as CBS News and 60 Minutes.

**ESL1114 Intermediate English II – Reading, Writing, and Grammar**  
*0 Credit Hours*  
(Prereq.– ESL1113) In this class, students will write an increasing variety of sentence types – complex and compound sentences, and show increasing control of verbs and verb tenses. Descriptive and reflective journals will be completed at least twice weekly.

**ESL2214 Intermediate English II – Listening, Speaking, and Vocabulary**  
*0 Credit Hours*  
(Prereq.– ESL2213) In this class, students will improve their ability to listen to, understand, and retain the content and the structure of orations of several styles (e.g., presentations, speeches, advertisements, and conversations). Students’ grasp of “main idea” and “supporting ideas” will be increasingly evident. Students will improve on the structure and duration of their in-class presentations.

**ESL1115 Introduction to Advanced English – Reading, Writing, and Grammar**  
*0 Credit Hours*  
(Prereq.– ESL1114) In this class, students will begin to direct their learning to the needs of the academic classroom—especially reading and understanding short non-fiction text; also, writing short essays in response to essay prompts. Daily writing practice and editing skills will be reviewed as we move from descriptive and reflective to argumentative/persuasive.

**ESL2215 Introduction to Advanced English – Listening, Speaking, and Vocabulary**  
*0 Credit Hours*  
(Prereq.– ESL2214) In this class, students will begin to direct their learning to the needs of the academic classroom—especially longer and more detailed oral presentations, improving note-taking and summarizing skills from lectures and video-presentations. Students will increasingly be able to keep up with the details of national news reports such as CBS News.

**ESL1116 Advanced English – Reading, Writing, and Grammar**  
*0 Credit Hours*  
(Prereq.– ESL1115) Students will practice test-taking skills in preparation for the standardized tests, and have a clear understanding what is expected. Students will shape a variety of
thesis driven journals in response to specific prompts. Responses to more complex reading passages should show insight, original thought, and inference.

**ESL2216 Advanced English – Listening, Speaking, and Vocabulary**

*0 Credit Hours*

(Prereq.– ESL2215) In this class, students will continue to direct their learning to the needs of the standardized tests and the academic classroom – especially show increasing ability to present original thought in college-level classroom discussions, question and answer sessions, and in frequent presentations. Students should be able to identify and respond to major and minor themes, and their supporting tenets, from classroom lectures and video presentations.

### General Education

**BIO101 (BIO101ON) Introduction to Biology**

*4 Credit Hours*

Introduction to Biology is a general biology class for non-biology majors in which the following basic principles are explored: Characteristics of Life, Basic Biochemistry, Cell Structure and Function, Cell Metabolism and Reproduction, Genetics and Heredity, and Scientific Method. This class is intended for students who have never studied biology or who need to review basic biology.

**BIO201 (BIO201ON) Basic Anatomy and Physiology I**

*4 Credit Hours*

A study of the anatomy and physiology of the skeletal, muscular, respiratory, cardiovascular, lymphatic, immune, hematological, digestive, and reproductive systems. This course covers human development, birth and genetics.

**BIO202 (BIO202ON) Basic Anatomy and Physiology II**

*4 Credit Hours*

Students taking this course will study the anatomy and physiology of the cell, tissues, membranes, and structures of the nervous system, the sensory system, the integumentary system, the digestive, the urinary system, and the endocrine system. This course will discuss the basic chemistry, water acids, bases, carbohydrates, lipids, proteins, nucleic acids and classes of macromolecules in cells.

**CHM105 (CHM105ON) General, Organic and Biochemistry**

*4 Credit Hours*

This course covers an introduction to general principles of chemistry providing an integrated approach to aspects of general, organic, and biochemistry. The course is designed to provide a background for students in nursing and other related allied health areas.

**ENV101 (ENV101ON) Environmental Science**

*4 Credit Hours*

Environmental Science is a general course for non-biology majors in which students will explore the following basic principles: concepts required to understand interrelationships of the environment and the natural world; environmental problems both natural and man-made; risks associated with air, water, land pollution; health of humans and ecosystems; deforestation and climate change; overpopulation, and environmental law, economics, and ethics.

**ETH205 (ETH205ON) Ethics**

*4 Credit Hours*

Students taking this course will study ethical thought and ideals, with emphasis on the central assumptions of personal and social morality. Students will also investigate ethics and related problems in industry, civil society, and the typical American community.

**GEN241 (GEN241ON) Cultural Appreciation**

*4 Credit Hours*

The need for cultural awareness doesn’t just apply to one’s relationship with others; conflicting cultural perspectives often exist within the individual. Students will learn to appreciate their own heritage and understand how their heritage influences their perspectives while gaining an appreciation for the cultural heritage of those around them. Students will be challenged to think and discuss their beliefs and opinions in light of cultural influence and understand how those values affect their work ethic and working relationships. Course content will incorporate experiences similar to those that will occur in the vocations students have chosen to study.

**GOV340 (GOV340ON) American Government**

*4 Credit Hours*

Students taking this course will study constitutional principles, institutions, functions, and processes as they relate to government in the United States.

**HIS290 (HIS290ON) American History 1945–Present**

*4 Credit Hours*

This course documents the exciting political, social, and corporate events that forged the United States’ industrial and technological power from 1945 to the present.

**HIS490 (HIS490ON) American Economic History**

*4 Credit Hours*

Students taking this survey course will examine the complete range of economic ideas from ancient times to the present.

**LOG215 (LOG215ON) Thinking Critically**

*4 Credit Hours*

This course introduces students to the process of critical thinking and offers knowledge and experience that can be applied to
academic, professional, and personal growth. Students will learn to examine and evaluate the information they are exposed to, confidently select appropriate evidence from conflicting data, and craft that evidence into viable answers or solutions. Material will be drawn from examples and scenarios based on actual academic and professional situations so that the application of knowledge will easily transfer to events outside of the classroom.

LOG357 (LOG357ON) Logic and Critical Thinking
4 Credit Hours
This practical course provides students with an introduction to the art of thinking based on examining and discussing different types of reasoning and the requirements of logical consistency.

PER330 (PER330ON) Personal Health
4 Credit Hours
This course provides students with an introduction to contemporary health concerns and issues. Students will discuss mental health, prescription and over-the-counter drugs, physical fitness, nutrition, and disease.

POL202 (POL202ON) Political Science
4 Credit Hours
This course provides the student with the means and opportunity to engage their government as a concerned individual. Global political systems and principal theories will be examined and compared to events and decisions affecting each student at the local level. Throughout the course, students will be encouraged to become participants in their local government and to recognize and understand the various challenges that influence local decisions. The information and skills students learn in this course may be applied to many professional fields.

PRO453 (PRO453ON) Parliamentary Procedures/Group Dynamics
4 Credit Hours
Students taking this course will study the rules that govern the proceedings of many businesses and civic organizations. Emphasis is placed on effective group interaction and communication skills to include group dynamics, group structure, and group roles.

PSY127 (PSY127ON) Psychology
4 Credit Hours
This course provides students with an overview of the fundamental principles and methods of psychology. Topics for discussion include biological basis of behavior, sensory and perceptual processes, learning, motivation, developmental changes, personality, social behavior, and behavioral disorders.

PSY200 (PSY200ON) Human Growth and Development
4 Credit Hours
This course is designed to study human growth and development across the life span with emphasis upon normal growth and milestones achieved in the physical, cognitive, social, and emotional systems.

Professional consideration is given to understanding changes that occur at different stages of development, and how care and interaction with individuals needs to be appropriate for their stage of development.

REL330 (REL330ON) World Religion
4 Credit Hours
A concise examination of the historical and philosophical foundations of the major living religions of the world. Students taking this course will also explore the lives and teachings of the founders of these major religions and the cultural factors that produced them.

SOC461 (SOC461ON) Introduction to Sociology
4 Credit Hours
This course is a combination of applied psychology, communications, and interpersonal relations designed to acquaint the student with the tools for self-examination and understanding of business and social relationships.

Other General Education Courses Include:

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Health Care Management

HCM201 (HCM201ON) Introduction to Health Care Management
4 Credit Hours
This course is intended to provide a systematic understanding of organizational principles, practices, and insights pertinent to the management of health service organizations.

HCM224 (HCM224ON) Health Care Economics
4 Credit Hours
A systematic study of economic issues pertaining to the Health Care field. Course work focuses on basic economic tools, supply and demand, information and insurance markets, key players in the health care sector, social insurance, and special topics related to the health care field.
HCM302 (HCM302ON) Accounting and Billing Procedures for Health Care Management
4 Credit Hours
An overview of medical insurance, coding, documentation guidelines, and billing procedures for health care facilities. Students also learn methods for establishing sound accounts receivable and collection policies, marketing a practice, analyzing the financial health of a practice, and maintaining compliance with HIPAA and privacy regulations.

HCM305 (HCM305ON) Computerized Health Information Systems
4 Credit Hours
A state-of-the-art course in the entry and management of electronic medical records. Students become familiar with electronic devices for EMR and discover ways in which these devices allow for improved patient care. Security and privacy issues related to the use of EMRs are also addressed.

HCM310 (HCM310ON) Public Health Statistics
4 Credit Hours
This course provides a rudimentary understanding of the terms, definitions, and formulae used in computing, collecting, and presenting health care statistics.

HCM313 (HCM313ON) Management of Information Technology for Health Professionals
4 Credit Hours
(Prereq. – HCM201) This course offers an advanced approach for the development of policies and procedures in health care and teaches students how to meet compliance regulations for management of information and legislative protection of privacy.

HCM320 (HCM320ON) Ethical Issues in Health Care
4 Credit Hours
A course designed to broaden the scope of traditional bioethics by investigating the social, economic, public policy, and legal issues affecting today's health care industry.

HCM323 (HCM323ON) Advanced Health Care Law and Ethics
4 Credit Hours
This course expands upon the introduction of health care law. Students acquire a basic understanding of the law as it pertains to health care management and particular areas of responsibility.

HCM325 (HCM325ON) Health and Safety Management Issues in the Workplace
4 Credit Hours
(Prereq. – HCM310, HCM323) Students learn how to implement a risk management framework which involves identifying organizational hazards, assessing the risks associated with each hazard, evaluating the acceptability of the residual risks to the organization, and implementing risk control measures.

HCM405 (HCM405ON) Long-term Care
4 Credit Hours
(Prereq. – MED261, MED262) This course provides a conceptual framework for the organization of an integrated continuum of care. Through their course work, students become familiar with the components of comprehensive long-term care strategies.

HCM423 (HCM423ON) Management of Physician Practices
4 Credit Hours
(Prereq. – HCM201) Advanced study of human resources management, risk management, clinical and business operations management, governance, planning, marketing, financial management, and regulatory compliance in the physician's office practice.

HCM450 (HCM450ON) Politics of Health Care
4 Credit Hours
This course provides students with the background necessary for understanding the politics of health care in relation to the federal government and the private sector.

HCM499 (HCM499ON) Directed Professional Practicum
4 Credit Hours
(Prereq. – Advisor's approval, a current GPA of 2.0 or higher) Students gain practical management skills by spending 120 clock hours in a supervised health care environment such as a medical office, clinic, or alternate medical setting approved by the university advisor. Practicum to be completed in the student's final quarter.

Health Services Management

HSM301 (HSM301ON): Introduction to Healthcare Management and Human Resources
4 Credit Hours
This course is intended to provide a systematic understanding of organizational principles, practices, and insights pertinent to the management of health service organizations. Topics include organizational design as it relates to healthcare organizations, managing professionals, and diversity in the workplace. Topics include the essential role of human resources management within health care organizations with a comprehensive foundation for all aspects of human resources planning, development, and administration and is vital to human resources professional in the healthcare organization.
HSM302 (HSM302ON)  Accounting & Billing Procedures for HSM
4 Credit Hours
An overview of medical insurance, coding, documentation guidelines, and billing procedures for health care facilities. Students also learn methods for establishing sound accounts receivable and collection policies, marketing a practice, analyzing the financial health of a practice, and maintaining compliance with HIPAA and privacy regulations.

HSM310 (HSM310ON)  Public Health Statistics
4 Credit Hours
This course provides a rudimentary understanding of the terms, definitions, and formulae used in computing, collecting, and presenting health care statistics.

HSM315 (HSM315ON)  Management in a Medical Practice Setting
4 Credit Hours
(Prereq. – HSM301) This course focuses upon the daily operations and management of medical practice settings, including, but not limited to: physician practices; outpatient surgery centers, and urgent care centers. This course will also focus upon financial management and regulatory compliance with the reimbursement and operations regulations applicable to the different types of medical practice organizations.

HSM323 (HSM323ON)  Advanced Healthcare Law & Bioethics
4 Credit Hours
This course expands upon health care law and broadens the scope of traditional bioethics by investigating the social, economic, public policy, and the legal issues affecting healthcare delivery. Students examine the rudimentary basics of the law as it pertains to healthcare management, healthcare laws, and bioethics.

HSM324 (HSM324ON)  Healthcare Economics
4 Credit Hours
This course provides a systematic study of economic issues pertaining to the health care field. Coursework focuses on basic economic tools, supply and demand, information and insurance markets, key players in the healthcare sector, social insurance, and distinct health care topics.

HSM390 (HSM390ON):  Quality Improvement in Healthcare
4 Credit Hours
(Prereq. – MAT419 or HSM310) This course is an introduction of the methods used to define, describe, recognize and apply total quality management in health care. The principles of the quality assessment process will be emphasized. The course will provide an opportunity for the student to gain skills in collecting and analyzing data through a team approach.

HSM400 (HSM400ON)  Inter-Professional Healthcare Collaboration
4 Credit Hours
This course is designed for health science students in multiple disciplines. Students will learn principles of inter-professional collaboration by developing inter-professional competency skills. Inter-professional collaborative practice is essential to the provision of safe, high quality patient-centered care. This course will introduce learners to the concept of inter-professional collaborative practice and the evidence base that supports its effectiveness. Topics will focus on the roles of various healthcare professionals, their scope of practice, and settings in which they work, communication strategies, tools for effective inter-professional collaborative practice, conflict management, negotiation, the concepts and strategies of leadership and membership to promote effective inter-professional teamwork.

HSM420 (HSM420)  Healthcare Project Management
4 Credit Hours
The course is designed for students to increase their project management skills within their respect fields, apply a formalized and standards-based approach to project management, as well as to apply for Project Management Professional Certification once the project management hours leading and directing projects are obtained.

HSM440 (HSM440ON)  Healthcare Evidence Based Practice and Research
4 Credit Hours
(Prereq. – MAT419 or HSM310) This course introduces students to the fundamentals and principles of the research process and how it applies to healthcare. The importance of searching relevant literature, understanding research methods, reviewing research, understanding, and evaluating research findings is emphasized in this course. The utilization of research for evidence based practice is a primary focus of this course.

HSM490 (HSM490ON)  Leadership in Healthcare
4 Credit Hours
(Prereq. – completion of all core courses) This capstone course focuses on leadership development in healthcare. Concepts of change management and leadership styles are included. Students will focus on leadership competencies and skills.
Health Information Management

**HIM101 (HIM101ON) Introduction to Health Information Management**  
*4 Credit Hours*  
This is an introductory course providing an overview to the various aspects of Health Care Information Management (HIM) and the technology used. The course introduces a student to the role of health information professional in the documentation process and managing the information flow within a health care organization. It provides an introduction to the content of health records, electronic medical records, as well as an overview of the clinical classification systems-taxonomies, vocabularies, and coding systems. It prepares the student to face the challenges in the health information management field in keeping up with the advancements in medicine and technology.

**HIM104 (HIM104ON) Legal and Ethical Practices in Health Information Management**  
*4 Credit Hours*  
(Prereq. – HIM101 in HIM program only) This course provides the students an understanding of the American legal system specifically pertaining to health care laws and theories. It focuses on the use and development of privacy, security and confidentiality policies, procedures and infrastructure in a health care organization, emphasizing on risk management, access and disclosure management, and compliance activities related to regulations and standards in the field of health information management. It also introduces the learner to the myriad issues which pose ethical challenges for a health informatics professional.

**HIM150 (HIM150ON) Introduction to Pharmacology**  
*4 Credit Hours*  
(Prereq. – BIO206) This course provides students of Health Information Management the fundamental knowledge of drugs, uses of common brand name and generic drugs, different formats and administration of drugs, therapeutic, preventive, and diagnostic uses of drugs. The emphasis is on the drugs that are used to treat conditions associated with the specific body systems. Students will apply the pharmacology knowledge to clinical documentation in health records via case studies to associate drugs to usage, diagnosis and treatment.

**HIM160 (HIM160ON) Healthcare Delivery Systems**  
*4 Credit Hours*  
(Prereq. – HIM101) This course introduces the different types healthcare services provided in diverse settings throughout the patients’ continuum of care. It familiarizes the students with the structure, and content of data these systems produce, and the standards and requirements of the data structures. It also covers regulatory issues, reimbursement and funding, information management, data flow, quality improvement, utilization management, and risk management issues associated with each system.

**HIM200 (HIM200ON) Health Informatics**  
*4 Credit Hours*  
(Prereq. – HIM101, COM151 for HIM students only) This course offers students with an overview of the application of information technology in health care delivery and management. It provides students with hands on experience with clinical information systems via virtual laboratory exercises and web services. Students are exposed to the health information standards for electronic health records. It also includes an introduction to data base systems, security issues related to health care information management systems, and health information exchange.

**HIM201 (HIM201ON) Clinical Classification Systems I**  
*4 Credit Hours*  
(Prereq. – BIO206) This course introduces students to the organization, principles and practices of ICD –Diagnosis coding. They are given an overview of ICD code sets related to diagnosis coding. Emphasis is on accuracy of code assignment following current regulations and established guidelines.

**HIM202 (HIM202ON) Clinical Classification Systems II**  
*4 Credit Hours*  
(Prereq. – HIM201) Students are introduced to the organization, principles and practices of ICD-Procedure Coding in this course. They are given an overview of ICD code sets related to procedure coding. Emphasis is on following current regulations and established guidelines in code assignment.

**HIM205 (HIM205ON) Procedural Coding**  
*4 Credit Hours*  
(Prereq. – BIO206) In this course students learn to use terms and codes for reporting medical services, procedures supplies, and equipment through the use of Health Care Common Procedure Code System (HCPCS) level I and Level II coding systems, with emphasis on Level I or Current Procedural Terminology (CPT). They are trained to use the CPT coding manual to locate relevant entries accurately and assign them to services and procedures following coding conventions, current guidelines, modifiers, and code symbols.
HIM206 (HIM206ON) Procedural Coding II  
4 Credit Hours  
(Prereq. – HIM205) This course is a continuation of Current Procedural Terminology coding. The students will continue to learn to use terms and codes for reporting medical services, procedure supplies, and equipment through the use of Healthcare Common Procedure Coding System Level I and Level II coding systems. Encoder will be utilized in assigning codes to procedures.

HIM208 (HIM208ON) Reimbursement Methodologies  
4 Credit Hours  
(Prereq. – HIM201, HIM205; ENG090 and MAT090 if applicable) This course focuses on health care reimbursement systems, methodologies and payment process throughout the continuum of care. It provides an overview of government-sponsored, commercial, and managed care insurance plans. Students learn the methods and guidelines used to ensure accuracy of diagnostic and procedural groupings to support accurate billing through claims management and reconciliation process. The components of revenue cycle management and its importance in fiscal stability are reviewed.

HIM210 (HIM210ON) Advanced Coding  
4 Credit Hours  
(Prereq. – HIM150 in HIM program only; HIM202, HIM206; ENG090 and MAT090 if applicable) This course provides the means in which students apply comprehensive coding skills in coding from clinical case studies. Complex code assignment using CPT, HCPCS level II, ICD diagnosis and procedure coding based on Uniform Hospital Discharge Data Set (UHDDS) guidelines will be practiced to increase accuracy of code sequencing and selection. Principles and applications of auditing, diagnostic and procedural grouping will be discussed. Students will use encoders and groupers to code health records.

HIM249 (HIM249ON) Principles of Health Care Management  
4 Credit Hours  
(Prereq. – HIM101) This course provides the health care information management students with basic business and administrative principles applicable to diverse health care delivery settings. Emphasis is placed on organizational leadership, human resource development, training and development, and finance management pertaining to the health care delivery systems.

HIM250 (HIM250ON) Quality Management in Health Care and Healthcare Statistics  
4 Credit Hours  
(Prereq. – HIM101, MAT220) The Quality Management course is designed for health information management students to be able to understand and implement the role of quality of services for improving health outcomes. It provides the students with tools and methods for data analysis to evaluate the need of efficient use of resources allocated for health care, and how they can lead to better patient care outcomes. The students will calculate common statistical measures used by organizations in different healthcare settings in data collection and reporting.

HIM298 (HIM298ON) RHIT Exam Success  
4 Credit Hours  
(Prereq. – Must be taken in last term) This course will prepare the student for the Registered Health Information Technician (RHIT) certification exam. There is a strong emphasis on review and application of the seven domains described in the RHIT content outline and knowledge statements published by AHIMA. The seven domains include: Data Analysis and Management, Coding, Compliance, Information technology, Quality, Legal, and Revenue Cycle. The students will take the RHIT certification exam during the last two weeks of this course.

HIM299 (HIM299ON) Professional Practice Experience  
4 Credit Hours  
(Prereq. – Must be taken in the last term) Professional Practice Experience (PPE) is an externship course developed to enhance student education in the field of career development during their last term of the Health Information Management program. This course provides a means in which students can bridge the gap from the classroom to the work environment. The experience provides meaningful exposure to the HIM practice environment all the while providing support and instruction to the student. Students will accomplish externship through a combination of simulations and in field experience. Externships may be located in a variety of clinical sites and students will work under the supervision of the facility's staff and/or the course faculty.

HIM300 (HIM300ON) Information Governance  
4 Credit Hours  
This course will help the student understand the importance of information governance as an organization-wide framework for managing information throughout its lifecycle and supporting the organization's strategy, operations, regulatory, legal, risk, and environmental requirements. Information governance establishes policy, prioritizes investments, values and protects information assets, and determines accountabilities for managing information, making it an imperative for health care.
HIM320 (HIM320ON) Advanced Healthcare Informatics
4 Credit Hours
(Prereq. – HSM390) This course is designed to discuss concepts including data standard, data management, health information exchange, clinical decision support, privacy and security issues involving protected health information, and new technologies. This course joins healthcare generated information with technology to improve care in a cost effective manner.

HIM400 (HIM400ON) Revenue Management and Compliance
4 Credit Hours
This course covers concepts of healthcare classification systems and terminologies, charge master management, revenue cycle and audit processes. Additional topics include utilization and resource management, and application and analysis of the relationship between clinical code assignment and reimbursement.

HIM420 (HIM420ON) Healthcare Data Analytics
4 Credit Hours
(Prereq. – MAT419 or HSM310) This course addresses the analysis of data to make decisions, which includes healthcare statistics, data analysis, mining, and exploration. Collection, evaluation and interpretation of health care data will be covered. Software to analyze data and information related to clinical systems in healthcare will be utilized.

CS100 (CS100ON) Introduction to Computer Science
4 Credit Hours
(Prereq.– IT090 if applicable) Students taking this course will gain a broad knowledge of the current practice of Computer Science including coverage of multicore and parallel systems, cloud computing wireless communications, embedded computing, agile software development, emerging programming languages (Go and F#), and new models of e-commerce.

CS105 (CS105ON) Introduction to Relational Database Management Systems
4 Credit Hours
This course provides a vendor-neutral survey of Relational Database Management Systems Technology. Students will study the relational model and relational design including E-R diagramming and normalization techniques. The course introduces the student to Query-By-Example (QBE) and Structured Query Language (SQL) and introduces the fundamentals of database administration and management, data integrity and data security.

CS250 (CS250ON) Systems Analysis & Design I
4 Credit Hours
(Prereq.– CS100) Students taking this course are introduced to the analyses, methodology and tools used to translate business requirements into information systems that support the short- and long-term objectives of the enterprise. Students will learn about traditional structured analysis, object-oriented concepts and agile methods and the Systems Development Life Cycle (SDLC). They are also introduced to project management concepts and the software tools most commonly used by systems analysts.

CY100 (CY100ON) Network Defense: Fundamentals and Protocols
4 Credit Hours
Students will learn the fundamental skills needed to evaluate and ultimately defend the networks they manage. This course provides a review of the key elements of protocols used in commercial computer networks from the standpoint of security analysis and introduces students to the security threats to each. Students will also be introduced to key industry consensus standards relating to the operations and security of commercial networks. This course prepares students for E|NSA Certification by the International Council of Electronic Commerce Consultants.

CY103 (CY103ON) Network Defense: Security Policy and Threats
4 Credit Hours
(Prereq.– CY100) Students will learn the fundamental skills needed to evaluate and ultimately defend the networks they manage. This course introduces students to the core concepts of network security, the role and functions of the Network Security Administrator, the INFOSEC officer and other principals in the security office. Students will learn to develop and implement a Security Policy and conduct a Security Awareness program. Students will also be introduced to common network security threats and intrusion detection systems and intrusion prevention systems. This course prepares students for E|NSA Certification by the International Council of Electronic Commerce Consultants.

CY105 (CY105ON) Network Defense: Perimeter Defense Mechanisms
4 Credit Hours
(Prereq.– CY100) Students will learn the fundamental skills needed to evaluate and ultimately defend the networks they manage. This course introduces students to the core concepts and techniques of network perimeter defense. Students will learn the importance of and how to implement physical security measures, the effective use of firewalls, packet filtering and proxy servers as well how to configure and implement bastion hosts, honeypots and honeynets.
This course covers both wired and wireless networks. This course prepares students for E|NSA Certification by the International Council of Electronic Commerce Consultants.

**CY109 (CY109ON) Network Defense: Security and Vulnerability Assessment**  
4 Credit Hours  
(Prereq.– CY100) Students will learn the fundamental skills needed to evaluate and ultimately defend the networks they manage. This course introduces students to the core concepts techniques and tools used in vulnerability assessment and security responses. The course covers web and e-mail security, the use of authentication, encryption and digital signatures; fundamentals of virtual private networks, how to create fault tolerance how to execute an incident response, disaster recovery plan and how to implement risk analysis and perform a vulnerability assessment of a network. This course prepares students for E|NSA Certification by the International Council of Electronic Commerce Consultants.

**CY200 (CY200ON) Security+**  
4 Credit Hours  
(Prereq.– IT110 and IT111) This course provides students with the knowledge and skills necessary to understand the core concepts of computer and network security. This course explains key security concepts including understanding threats to a computing infrastructure, securing a network infrastructure, understanding encryption technologies, securing communication and applications, and responding to security incidents. This course is designed to help prepare students for the CompTIA Security+ Certification Examination.

**CY298 (CY289ON) Systems and Information Security Career Success**  
4 Credit Hours  
(Prereq.– This course should be taken during the student’s final term and the student must have completed CY100, CY103, CY105, CY107, and CY109) This course is designed to prepare students for success on Microsoft Certification Examinations 70-410: Installing and Configuring Windows Server 2012 R2 and the Network Security Administrator E|NSA Certification by the International Council of Electronic Commerce Consultants. Students will participate in structured classroom review and testing to assess the students’ recall, understanding and ability to apply the material presented throughout the program. This is a capstone course that will culminate with the student sitting for Microsoft MCITP (Microsoft Certified Information Technology Professional) Server Administrator, Microsoft Certified Solutions Associate and EC Council E|NSA Certification.

**CY300 (CY300ON) Physical and Technical Security**  
4 Credit Hours  
(Prereq.– CY100) This course provides students with an introduction to security from a physical and technical perspective and an overview of the various technologies that support the security functions of today’s enterprise.

**CY302 Mobile Security**  
4 credit hours  
(Prereq. – IT221) This course provides students with a foundation in securing Android, Windows, BlackBerry OS, and iOS mobile operating systems. Students completing this course will have an understanding of how to secure PAN networks, use SMS security, and enterprise security on mobile OS.

**CY305 (CY305ON) Software Security Technologies**  
4 Credit Hours  
(Prereq. – CS100) This course introduces students to the field of secure software development and provides them with a survey of the strategies and methodologies used by secure software developers as well as practical programming strategies used to secure data.

**CY307 Advanced Routing and Switching/Subnetting**  
4 Credit Hours  
(Prereq. – IT110, IT111) This course will study routers and switches and will examine the programming syntax, security parameters and configurations, and management associates with these devices. Students will explore the necessity of VLANs, Access Control Lists, MAC Tables, programming steps, as well as how to calculate the subnet mask and IP addressing structure to design and manage Local and Wide Area Networks.

**CY310 (CY310ON) Principles of Incident Response and Disaster Recovery**  
4 Credit Hours  
(Prereq. – CY100) This course provides students with a foundation in disaster recovery principles and planning and emphasizes the importance of incident response in minimizing downtime that can potentially lead to irreparable loss to the enterprise.

**CY315 (CY315ON) Computer Forensics and Investigations**  
4 Credit Hours  
(Prereq. – CY100) Students taking this course will develop the knowledge and skills necessary to launch and complete a successful computer investigation. The course includes how to acquire and report digital evidence, conduct a high-tech investigation and subsequent digital analysis, and report its findings. The course also includes coverage of new software tools and how to set up and equip a computer forensics lab.
CY325 (CY325ON) Biometrics: Application, Technology and Management
4 Credit Hours
(Prereq. – CY100) This course presents the student with an introduction to biometrics as applied to computer security. The course emphasizes the biometric technologies employed in authentication, authorization, identification and access control to protect valuable computer and network resources and assets. The course examines how and why biometric systems are emerging as an increasingly important aspect of cybersecurity.

CY335 (CY335ON) Virtualization Security
4 Credit Hours
(Prereq. – CY200) This course provides the student with an introduction to virtualization including grid and cloud computing, the types of virtualization, and the importance of virtualization security. Students will survey the virtualization solutions offered by VMware, Microsoft Hyper-V, Citrix Xen Server, Sun xVM, Red Hat Linux and NoMachine and will learn key strategies and techniques to secure these environments.

CY350 Information Security Fundamentals
4 Credit Hours
(Prereq. – CY200) Students taking this course will learn the fundamental skills needed to evaluate and ultimately defend the networks and clients that they manage. This course introduces students to the core concepts of security, malicious attacks, threats, and vulnerabilities. Students in this course will have an understanding of cryptography, auditing, and security operations.

CY375 Computer Forensics
4 Credit Hours
(Prereq. – CY350) Students taking this course will gain a solid foundation of digital computer forensics. Those in this course will understand data acquisition, digital crime scenes, and live acquisitions. Students in this course will learn to effectively mitigate the effects of digital crimes, while properly identify and processing all related evidence.

CY400 (CY400ON) Information Security Management
4 Credit Hours
(Prereq. – CY300, CY305, CY310, CY315) This course focuses on the managerial aspects of information security and assurance. It covers access control models, information security governance, and information security program assessment and metrics. Students in the course will also be introduced to relevant national and international laws and international standards such as the ISO 27000 series.

CY405 (CY405ON) Information Security Risk Management
4 Credit Hours
(Prereq. – CY400) Security is currently identified as a critical area of Information Technology management by a majority of government, commercial, and industrial organizations. Students in this course will be introduced to the practice of Information Security Risk Management. They will gain the knowledge and skills necessary to design, implement and maintain an effective Risk Management program as part of a larger enterprise-wide Information Assurance effort.

CY410 (CY410ON) Ethical Hacking and Network Defense
4 Credit Hours
(Prereq. – CY305) This course introduces students to the tools and penetration testing methodologies used by ethical hackers and provides a thorough discussion the role of ethical hackers and their importance in protecting corporate and government data from cyber-attacks. Students are provided with updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. The course includes a review of federal and state computer crime laws, as well as recent changes in penalties for illegal computer hacking.

CY430 (CY430ON) Principles of Cryptography
4 Credit Hours
(Prereq. – CY200) This course provides a practical survey of both the principles and practice of cryptography in computer security. Students are introduced to the basic concepts of cryptography and their use in protecting data and resources from disclosure, to guarantee the authenticity of data and messages, and to protect systems from network-based attacks.

CY450 Incident Response and Disaster Recovery
4 Credit Hours
This course presents the student with an introduction to biometrics as applied to computer security. The course emphasizes the biometric technologies employed in authentication, authorization, identification and access control to protect valuable computer and network resources and assets. The course examines how and why biometric systems are emerging as an increasingly important aspect of cybersecurity.

ISE101 (ISE101ON) Implementing and Troubleshooting OS Technology
4 Credit Hours
(Prereq. – IT090 if applicable) This course is designed to prepare students for CompTIA A+ Essentials Certification examination (220-802). Topics include operating system fundamentals;
operating system architecture; comparison of operating systems; the boot process; installing, configuring, supporting, and upgrading operating systems; diagnosing and troubleshooting operating systems, and file systems. Students will also be introduced to networking, hard drive support, and Internet concepts and configurations as related to operating systems. At the conclusion of the course students will sit for the CompTIA A+ Essentials examination.

ISE102 Computer Hardware Technology
4 Credit Hours
(Prereq. – IT090 if applicable) This course is designed to prepare students for the CompTIA A+ Practical Application Certification examination (220-801). Students taking this course will develop the knowledge and hands-on skills necessary to install, troubleshoot, service, and support microcomputer hardware. At the conclusion of the course students will sit for the CompTIA A+ Practical Application examination.

ISE103 (ISE103ON) Network+
4 Credit Hours
(Prereq. – ISE101) Students taking this course will obtain the background information necessary to understand networking technology for local area networks (LANS), wide area networks (WANS), and the Internet.

ISE205 (ISE205ON) Windows Server Administration I
4 Credit Hours
(Prereq. – ISE101) This course provides students with a broad understanding of Microsoft® Windows Server 2008 as well as the knowledge and skills necessary to plan, implement, administer, and troubleshoot Windows Server 2008 in an Active Directory domain environment.

ISE227 (ISE227ON) Network Server Installation and Configuration
4 Credit Hours
(Prereq. – ISE103, ISE205) Students taking this course will build the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an enterprise environment. This course focuses on implementing, managing, maintaining, and provisioning services and infrastructure using Windows Server 2012. It covers the initial implementation and configuration of core services, such as Active Directory Domain Services, networking services, and Hyper-V configuration.

ISE230 (ISE230ON) Linux Administration
4 Credit Hours
(Prereq. – ISE205) This course provides students with the conceptual knowledge and hands-on skills necessary to work with Linux operating systems in a network administration environment. The course covers the latest Linux distributions as well as new storage technologies such as a LVM and ext4. Students will also learn about key job-related networking services including FTP, NFS, Samba, Apache, DNS, DHCP, NTP, Radius, LDAP, Squid, Sendmail Postfix, X, SSH, VNC, and SQL. Security practices and technologies will also be covered. The course is designed to prepare students to sit for CompTIA’s Linux+ (Powered by LPI) Certification examination.

ISE241 (ISE241ON) Wireless Digital Communications
4 Credit Hours
(Prereq. – ISE103) Students taking this course will obtain the conceptual knowledge and hands-on skills needed to work with wireless technology in a network administration environment. Students will learn fundamental topics, such as planning, designing, installing, securing, and configuring wireless LANs and common wireless LAN uses including maintenance, security, and business applications. This course is designed around the latest version of the CWNA exam, as well as the new IEEE 802.11 standards.

IT100 Electronics and Systems
4 Credit Hours
(Prereq.—IT090 if applicable) Students taking this course will obtain a background in electronics, sources of electricity, circuits, safety, and its use in computer components.

IT101 Implementing &Troubleshooting Operating Systems Technology
4 Credit Hours
(Prereq.—IT100) This course is designed to prepare students for CompTIA A+ Essentials Certification examination (220-802). Topics include operating system fundamentals; operating system architecture; comparison of operating systems; the boot process; installing, configuring, supporting, and upgrading operating systems; diagnosing and troubleshooting operating systems, and file systems. Students will also be introduced to networking, hard drive support, and Internet concepts and configurations as related to operating systems. At the conclusion of the course students will sit for the CompTIA A+ Essentials examination.

IT102 Computer Hardware Technology
4 Credit Hours
(Prereq.—IT100) This course is designed to prepare students for the CompTIA A+ Practical Application Certification examination (220-801). Students taking this course will develop the knowledge and hands-on skills necessary to install, troubleshoot, service, and support microcomputer hardware. At the conclusion of the course students will sit for the CompTIA A+ Practical Application examination.
IT110 (IT110N) Network I
4 Credit Hours
Students taking this course will prepare for the CompTia Net+ certification. They will use their knowledge of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet.

IT111 (IT111N) Network II
4 Credit Hours
(Prereq.—IT110) Students taking this course will obtain an understanding of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet. As well as prepare them for the CompTia NET+ certification.

IT200 (IT200ON) Technical Writing for Information Technology Professionals
4 Credit Hours
(Prereq.—ENG090, if applicable) Students taking this course will develop the skills necessary to produce clear and effective technical documents and reports.

IT215 (IT215ON) Client Configuration I
4 Credit Hours
(Prereq.—IT102) Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.

IT216 (IT216ON) Client Configuration II
4 Credit Hours
(Prereq.—IT102)
Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.

IT220 CISCO I
4 Credit Hours
(Prereq.—IT110, IT111)
Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND1 blueprint from Cisco Systems.

IT221 CISCO II
4 Credit Hours
(Prereq.—IT220) Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND2 blueprint from Cisco Systems.

IT230 (IT230ON) Helpdesk Remote Services
4 Credit Hours
(Prereq.—IT101, IT102) Students completing this course will be able to understand concepts that a service and help desk use to solve simple to complex computer and server issues. These issues will be addressed using phone, remote services, and face to face interaction. Upon completion of the course the student will have also acquired skills necessary to measure performance and manage a service and help desk environment.

IT250 (IT250ON) Introduction to Statistics
4 Credit Hours
(Prereq.—MAT214) Students taking this course will gain a knowledge of the theory underlying statistics and basic skills to collect, analyze and report data. The course also includes coverage of ethics in statistics highlighting new guidelines that have been established in industry.

IT300 (IT300ON) Linux Operations I
4 Credit Hours
(Prereq.—IT111) Students taking this course will build the skills and knowledge necessary to effectively deploy, manage and administer servers and clients using the Linux operating system in the enterprise and to effectively integrate devices using Linux based operating systems into the enterprise network.

IT310 (IT310ON) IT Operations Management
4 Credit Hours
(Prereq.—NET229) Students in this course will explore a unifying paradigm for understanding operations based on the design and management of business process. They will learn how managers can control process structure and process drivers to achieve desired business process performance and understand which level managers have to control: cycle-time, capacity, inventory and quality.

IT315 (IT315ON) Application Development
4 Credit Hours
(Prereq.—IT110, IT111) This course introduces students to multiple areas of application development while stressing Python style, best practices and good programming habits. The course covers application development for clients and servers, databases, interfacing with popular Microsoft Office applications, the World Wide Web, the cloud and social media.

IT330 (IT330ON) Project Management for Information Technology Professionals
4 Credit Hours
Students taking this course will develop skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement and stakeholder management as well as planning.
executing, monitoring, controlling and closing processes. This course emphasizes the principles distinctive to managing information technology projects that extend well beyond standard project management requirements.

**IT335 (IT335ON) Principles of Cryptography**  
*4 Credit Hours*  
(Prereq.– CY200) This course provides a practical survey of both the principles and practice of cryptography in computer security. Students are introduced to the basic concepts of cryptography and their use in protecting data and resources from disclosure, to guarantee the authenticity of data and messages, and to protect systems from network-based attacks.

**IT400 (IT400ON) Information Security Governance**  
*4 Credit Hours*  
(Prereq.– CY200) Students in this course will learn the basic strategies and tools used for developing a business case for information security/information assurance governance and will learn how to develop and implement a strategy to increasingly integrate assurance functions to improve security, lower costs and ensure the preservation of the enterprise and its ability to operate.

**IT425 (IT425ON) Managing Innovation**  
*4 Credit Hours*  
(Prereq.– IT310) Managing innovation – a critical skill set in today’s technical enterprise requires skills and knowledge that are significantly different than the traditional management toolkit and experience. Students in this course will learn a complete framework for thinking about innovation across technological, market and organizational perspectives, while integrating the latest developments in the field.

**ITS101 Computer Hardware Technology**  
*4 Credit Hours*  
The Computer Hardware Technology course establishes the basic competencies for an entry-level IT professional with a strong aptitude for technical knowledge and dedication. The focus of this training is the hardware used to provide IT services. The course is designed to develop the knowledge and skills necessary to install, troubleshoot, service, and support microcomputer hardware. At the conclusion of the course students will be able to sit for the CompTIA A+ Practical Application examination.

**ITS105 Implementing & Troubleshooting Operating Systems**  
*4 Credit Hours*  
The Implementing and Troubleshooting Operating Systems Technology course establishes the Information Technology (IT) basic skills that are essential for working in the IT field. Through lectures and labs, the course focuses on the core IT aspects of hardware, software, and networks and how they relate together. Students will learn to install, configure, support, and upgrade operating systems; diagnose and troubleshoot operating systems, and file systems. Students will also be introduced to networking, hard drive support, and Internet concepts and configurations as related to operating systems. By the end of this course, students will be able to sit for the industry-recognized A+ Essentials certification examination.

**ITS110 Supporting Microsoft Office**  
*4 Credit Hours*  
This course provides the baseline of knowledge for those supporting end-users on Microsoft Office 2010, Office 2013, and Office 365. This support includes planning, deployment, configuring, troubleshooting, and resolving daily challenges faced by end-users. This course transfers knowledge and skills to troubleshoot common user issues, resolve error messages, installation problems, and compatibility concerns.

**ITS115 Network+ Networking Systems**  
*4 Credit Hours*  
(Prereq.— ITS101, ITS105) The Network+ - Networking Systems course establishes the basic foundational skills necessary to understand networking technology as applied to local area networks (LANS), wide area networks (WANS), and the Internet. The language of networking Transmission Control Protocol (TCP) and the Internet Protocol (IP) is explained through numerous practices and labs. Once mastered, the students are then trained through building actual networks. Most of the training is hands-on with the students using actual hardware and software to build, configure, secure, manage and troubleshoot real networks. Students will learn how to maintaining, troubleshoot, install and configure basic network infrastructures. By the end of this course, students will be able to sit for the industry-recognized CompTIA Network+ certification examination.

**ITS120 Information Technology Infrastructure Library**  
*4 Credit Hours*  
(Prereq.—ITS101, ITS105) The Information Technology Infrastructure Library course presents the Information Technology Infrastructure Library (ITIL), the industry standard set of best practices that aligns the five domains of strategy, design, transition, operation, and continual service improvement. Through ITIL, the student will learn the processes, procedures, tasks, and checklists that can be applied to establish integration with the organization’s strategy, delivering value, and maintaining a minimum level of competency. By the end of this course, students will be able to sit for the industry-recognized ITIL Certification examination.
ITS125 Supporting Windows 10
4 Credit Hours
(Prereq.—ITS101, ITS105) This course is designed to provide students with the knowledge and skills required to support and troubleshoot Windows 10 PCs and devices in a Windows Server domain environment. These skills include understanding of Windows 10 features, how they can be used in an Active Directory environment and how to troubleshoot them.

ITS126 Installing and Configuring Windows Server
4 Credit Hours
(Prereq.— ITS125)  This course teaches the server skills needed to work on a help desk, and trains the students on installing and configuring Windows Server 2012, including Windows Server 2012 R2. This course is the first in a series of three courses that provides the skills and knowledge necessary to design, build and manage a network based on Windows Server. This course focuses on the initial implementation and configuration of core services, such as networking, storage, Active Directory Domain Services (AD DS), Group Policy, file and print services and Hyper-V. By the end of this course, the student will be able to sit for the Microsoft Exam 70-410: Installing and Configuring Windows Server 2012, which is the first of three exams required for the Microsoft Certified Solutions Associate (MCSA) certification.

ITS130 Security+: Information Assurance Fundamentals
4 Credit Hours
(Prereq.— ITS115)  The Security+: Information Assurance Fundamentals course develops the basic skills for Information Assurance Professionals. Through a series of lectures and labs, this course provides students with the knowledge and skills necessary to understand and apply key security concepts including understanding threats, computing infrastructure, securing a network infrastructure, understanding encryption technologies, securing communication and applications, and responding to security incidents. By the end of this course, students will be able to sit for the industry-recognized CompTIA Security+ Certification by examination.

ITS131 Secure Internet Works
4 Credit Hours
(Prereq.— ITS130)  In this course, the students learn how to securely connect one segment of a network to other segments using managed (programmable) switches. Then they will learn how to use routers to connect a whole network to another network or too many other networks. This course is mostly hands on training. Each student will have access to a real hardware switch and router, along with all the prerequisite cables and software. This enables the student to absorb the highly technical material through tactile and visual experience. Retention of the material is also enhanced, as are the chances of performing well in a technical interview. For additional practice at home, the student will be provided with simulation software that mimics the behavior of Cisco switches and routers. At the end of this course students will be able to sit for two CISCO exams: Cisco Certified Entry Networking Technician (CENT) exam (Interconnecting Cisco Networking Devices Part 1 (0-101 ICND-1), which will earn the CCENT certification and Cisco Certified Network Associate exam Interconnecting Cisco Networking Devices Part 2 (Cisco exam 200-101) to earn the CCNA certification.

ITS140 Administering Windows Server
4 Credit Hours
(Prereq.—ITS126)  This course enables the students to acquire essential skills administering Windows Servers. This training is the second of three courses that provides the skills and knowledge necessary to implement a network based on Windows Server 2012. The three courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. This course focuses on the administration tasks necessary to administer, manage and maintain a Windows Server 2012 network.

ITS150 Linux Operating Systems
4 Credit Hours
(Prereq.— ITS115)  The Linux Operating Systems course establishes the Operating System skills basic skills that are essential for working in the IT field. Through lectures and labs, the course focuses on the fundamental skills and knowledge needed to successfully configure, manage and troubleshoot Linux systems. Students will learn to install and configure workstations for Linux, integrate into existing networks, manipulate Linux features such as command line, and perform basic maintenance. By the end of this course, students will sit for the industry-recognized CompTIA Linux+ Certification exams.

ITS175 Configuring Advanced Windows Server Services
4 Credit Hours
(Prereq.— ITS140)  This course focuses on the more advanced features of Windows Server 2012. Students use realistic labs to acquire the essential skills and knowledge to configure the advanced local and network services. It focuses on configuration of advanced services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning and protection technologies.
such as Dynamic Access Control (DAC), and Web Application Proxy integration with AD FS and Workplace Join.

**NET205 Windows Server Administration I**  
*4 Credit Hours*  
(Prereq.—IT111) This course provides students with a broad understanding of Microsoft Windows Server 2016 as well as the knowledge and skills necessary to plan, implement, administer, and troubleshoot Windows Server 2016 in an Active Directory domain environment.

**NET227 Network Server Installation and Configuration**  
*4 Credit Hours*  
(Prereq.—NET205) Students taking this course will build the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an enterprise environment. This course focuses on implementing, managing, maintaining, and provisioning services and infrastructure using Windows Server 2012. It covers the initial implementation and configuration of core services, such as Active Directory Domain Services, networking services, and Hyper-V configuration.

**NET228 Network Server Core Services**  
*4 Credit Hours*  
(Prereq.—NET205) Students taking this course will build the knowledge and skills necessary to implement a core Windows Server 2012 infrastructure in an enterprise environment. This course focuses on mastery of core services such as user and group management, network access, and data security.

**NET229 Network Server Advanced Services**  
*4 Credit Hours*  
(Prereq.—NET205) Students taking this course will build the skills and knowledge necessary to implement advanced Windows Server 2012 Services in an enterprise environment. This textbook focuses on mastery of fault tolerance; load balancing, failover clustering, certificate services and identity federation.

**NET232 (NET232ON) Virtualization I**  
*4 Credit Hours*  
(Prereq. – ISE103, ISE205) This course provides students with a working knowledge of many of today’s most popular virtualization products including VMware, VMware Server, Microsoft Virtual Server, and Microsoft Hyper-V. In addition to learning how to install and use the leading virtualization products, students will learn how to apply virtualization technology to set up virtual networks, provide for disaster recovery, create high-availability solutions with clustering, improve security and performance, and use management software to administer multiple virtual machines.

**NET235 (NET235ON) Implementing Messaging Services**  
*4 Credit Hours*  
(Prereq. – ISE227, ISE228, ISE229) Students taking this course will gain the knowledge and skills needed to plan, implement and maintain a reliable and secure messaging infrastructure in the enterprise. This course focuses on deploying and configuring Microsoft Exchange Server, creating, deploying and managing user accounts, distribution lists and public folders. It also emphasizes securing Exchange against viruses and spam, disaster recovery, and implementing remote access and Unified Messaging Services.

**NET298 (NET298ON) Network Administration Certification and Career Success**  
*4 Credit Hours*  
(Prereq.– To be taken in the final term) This course is designed to prepare students for success on Microsoft Certification Examinations 70-410: Installing and Configuring Windows Server 2012, 70-411: Administering Windows Server 2012 and 70-412: Configuring Advanced Windows Server 2012 Services through structured classroom review and testing to assess the student’s recall understanding and ability to apply the material presented throughout the program. This is a capstone course that will culminate with the student sitting for these Microsoft certification examinations as part of the course final examination. Additionally, students taking this course will prepare to effectively prepare a technical resume, conduct a job search, interview and secure a position in the IT industry.

**NET300 (NET300ON) Designing and Implementing a Server Infrastructure**  
*4 Credit Hours*  
(Prereq.— NET229) This is first of two courses covering the planning, design and deployment of a physical and logical Windows Server 2012 Active Directory Domain Services infrastructure. Students taking this course will gain the knowledge and skills to perform name resolution, application integration, optimization and automatic remediation and maintenance of network services. This course maps to the Microsoft Certified Solutions Expert (MCSE) Server Infrastructure credential.

**NET310 (NET310ON) Implementing Collaboration Services**  
*4 Credit Hours*  
(Prereq.— NET229) Students taking this course will obtain the knowledge and build the skills necessary to install, configure, and administer Microsoft SharePoint 2013 in the enterprise. The course also covers managing and monitoring sites and users. This course is designed to help students prepare for and pass Microsoft Certified Technology Specialist examination 70-331.
NET315 (NET315ON) VOIP & Unified Communications I

4 Credit Hours
(Prereq.– NET205) This course provides students with an introduction to Voice over Internet Protocol (VoIP) and emerging Unified Communication technology. Students will learn the component technologies, how they work, how they work together and how to employ them profitably in the enterprise.

NET400 (NET400ON) Implementing an Advanced
Server Infrastructure

4 Credit Hours
(Prereq.– NET300) This is the second of a two course 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. This course maps to the Microsoft Certified Solutions Expert (MCSE) Server Infrastructure credential.

NET405 (NET405ON) Linux Operations and
Administration I

4 Credit Hours
(Prereq.– ISE227) Students taking this course will build the skills and knowledge necessary to effectively deploy, manage and administer servers and clients using the Linux operating system in the enterprise and to effectively integrate devices using Linux based operating systems into the enterprise network.

NET410 (NET410ON) Web Server Administration

4 Credit Hours
(Prereq.– NET405) This course provides a comprehensive overview of the tools and techniques needed for students to effectively perform as a Web Server Administrator. Students will learn the basics of this job role, and the, installation, configuration, and administration of Web servers. Students will practice skills in both Linux and Microsoft Windows Server environments.

KEY183 Keyboarding II

4 Credit Hours
(Prereq. – KEY100) This course is a continuation of Keyboarding I (KEY100). Students taking this course will develop skills in the following areas: formatting, accuracy, proofreading, punctuation, and speed. These skills will be used to create memos, letters, manuscripts, outlines, labels, and centered documents. Typing speed of 35 wpm on at least two five-minute timed writings with no more than five errors is required for successful completion of this course.

Mathematics

MAT101 (MAT101ON) Understanding Mathematics

4 Credit Hours
(Prereq. – MAT090 if applicable) Students taking this course will examine the fundamental principles of mathematical theory and grow to understand the logic and inter-relationship of various mathematical functions.

MAT214 (MAT214ON) Algebra

4 Credit Hours
(Prereq. – MAT090 if applicable) Students will learn algebraic problem solving, radicals, quadratic equations, polynomials, inequalities, and applied problem solving.

MAT220 (MAT220ON) Algebra and Basic Statistics

4 Credit Hours
(Prereq. MAT090, if applicable) This course introduces algebra topics and basic elements of exploratory data analysis. This course will cover constructing, evaluating and analyzing mathematical models, specifically linear and exponential functions, to represent relationships in quantitative data.

MAT419 (MAT419ON) Introduction to Statistics

4 Credit Hours
(Prereq. – MAT214) Students will be introduced to common statistical methods. The focus of the course is to increase each student’s statistical literacy. Upon completion of the course students should be able to identify and perform appropriate statistical procedures, and properly interpret the results. (BBA students only)

Medical

BIO206 (BIO206ON) Diseases of the Human Body

4 Credit Hours
(Prereq. – BIO201, BIO202) This course examines diseases affecting the various tissues, organs and body systems. Topics include genetics, mental health disorders, and diseases affecting
children and the older adult.

**MED100 (MED100ON) Terminology of Body Systems**  
*4 Credit Hours*  
(Co-Req. – MED261) An introductory medical terminology course. Students will learn how to spell medical terms and how to use them correctly. Students will learn terms that pertain to the cell, tissues, and structures of the nervous system, the senses, the integumentary system, the urinary system, the endocrine system, oncology, and radiology/nuclear medicine.

**MED104 (MED104ON) Terminology of Body Support**  
*4 Credit Hours*  
(Co-Req. – MED262) An introductory course for medical terminology. This course helps students to learn how to spell medical terms and how to use them correctly. Students will learn terms that pertain to the skeletal, muscular, respiratory, circulatory, digestive, reproductive systems, and psychiatry.

**MED107 (MED107ON) Medical Terminology**  
*4 Credit Hours*  
Medical terminology is the language of medicine. Students will be taught using a systematic approach to word building and term comprehension based on the concepts of word roots, prefixes and suffixes. This course will provide the student the primary skills to use terminology to accurately describe the body and associated components, conditions, processes, and procedures. Students will learn terms pertaining to all the body systems and terms pertaining to pharmaceutical treatment.

**MED110 (MED110ON) Dosage and Calculation of Medications**  
*4 Credit Hours*  
(Prereq. – MAT090 if applicable) The core of the course involves the basis for proper calculation for medication dosages. Topics include dosage calculation, how to properly interpret medication labels and identification of equipment used for dosage measurement. A letter grade of “C” is required for successful completion of this course for MAA majors only.

**MED160 (MED160ON) Health Care Law and Ethics**  
*4 Credit Hours*  
Introduction to law and ethics pertinent to medical careers. Topics include legal issues that are important to health care professionals, including the foundations of law and ethics as well as professional, social, and interpersonal health care issues.

**MED175 (MED175ON) Pharmacology I for the Medical Assistant**  
*4 Credit Hours*  
(Prereq. – MAT090 if applicable; Co-req.–BIO201, BIO202) This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, drug actions, and body responses. Topics include Federal Regulations such as the Controlled Substance Act, Pure Food and Drug Act, and Federal Food, Drug, and Cosmetic Act and Amendments. Other topics introduced in the course are dietary nutrients and their functions, sources, and signs of deficiencies. A minimum letter grade of “C” is required for successful completion of this course for MAA majors only.

**MED202 Clinical Medical Assisting**  
*4 Credit Hours*  
The focus of this course is to introduce the students to entry-level clinical skills including: integrated clinical procedures, assisting with specialty examinations, and assisting with minor surgery. Information on patient education for health maintenance and disease prevention will be reinforced throughout the course. Blood borne pathogen and standard precaution training will be required in this course.

**MED205 (MED205ON) Introduction to Pharmacology**  
*4 Credit Hours*  
Students will analyze the classes of medically approved drugs, their action, indications, side-effects, and interactions. A letter grade of a “C” is required for successful completion of this course for Medical Assisting students.

**MED208 Medical Office Procedures**  
*4 Credit Hours*  
Students taking this course will develop the skills they need to handle administrative duties in a busy medical office including: reception, telephone procedures, scheduling, and office equipment usage. Students will learn how office computers are integrated into medical office settings. A variety of class projects and writing assignments will help students to develop strong written communications skills. General management duties covered in the course include: orientation, policies and procedures, maintaining licenses, liability, and accreditation. A minimum letter grade of “C” is required for successful completion of this course and a score of 85% on all skill-based competencies for medical assisting majors.

**MED218 Communication for the Healthcare Professional**  
*4 Credit Hours*  
(Prereq. – ENG090 if applicable) Effective communication is a critical skill for the healthcare professional. This course provides the basic skills to communicate orally and in writing within an interdisciplinary, multicultural, and multigenerational healthcare environment. The essential of communication and the “soft-skills” needed for entry level healthcare jobs and career success are taught.
MED225 (MED225ON) Pharmacology II for the Medical Assistant
4 Credit Hours
(Co-req.–BIO206) This course examines the major drug classifications in relation to the treatment of diseases and disorders, including the effects of selected medications on pathophysiology. Topics include an analysis of the classes of medically approved drugs, their action, indications, side-effects, and interactions for the body systems including cardiovascular, urinary, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, nervous, integumentary, and ophthalmology. A minimum letter grade of “C” is required for successful completion of this course for MAA majors only.

MED249 Medical Billing and Coding Externship and Review
4 Credit Hours
(Prereq: Must be taken in last term; HIM202, HIM206) This course includes on-site practical experience under the supervision of the facility’s staff and/or the Director of Health Science Education. Students are encouraged to locate their own site; however, the selection and approval of the site remains the responsibility of the Director of Health Science Education. Any competencies performed at the site must be checked off as “satisfactory” for performance. Any student who misses 12 or more hours from the externship site will be withdrawn from the class. Content includes HIPPA regulations, and legal and ethical issues. A review to prepare for the Certified Professional Coder, CPC exam is provided.

MED261 (MED261ON) A&P: Systems of Transport and Support
4 Credit Hours
(Co-Req. – MED100) A study of the anatomy and physiology of the skeletal, muscular, respiratory, circulatory, lymphatic, immune, digestive, and reproductive systems.

MED262 (MED262ON) A&P: Body Control Systems
4 Credit Hours
(Co-Req. – MED104) Students taking this course will study the anatomy and physiology of the cell, tissues, structures of the nervous system, the senses, the integumentary system, the urinary system, and the endocrine system.

MED273 Invasive Clinical Procedures
4 Credit Hours
(Prereq. – BIO201; MED202 and MED175 must be taken prior to or in conjunction with MED273) This course provides an introduction to the tools and skills used in the physician’s office laboratory by the Medical Assistant. Examples of skills taught are blood specimen collections including: venipuncture and capillary puncture; injection procedures; basic hematological procedures; clinical chemistry, and immunologic testing in the CLIA-waived laboratory. Instruction are given in medication administration and diagnostic testing. A minimum letter grade of “C” is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score an 85% on all skill-based competencies.

MED275 Non-Invasive Clinical Procedures
4 Credit Hours
(Prereq. – BIO202; MED202 must be taken prior to or in conjunction with MED275) Instruction will be provided regarding OSHA compliance with blood-borne (and airborne) pathogen; urinalysis procedures; basic microbiological principles and procedures; diagnostic imaging; nutrition for health and disease; spirometry testing, and electrocardiography. The basic elements of nutrition and dietary management will be reviewed. Principles of body mechanics and ergonomics will be taught and practiced. A minimum letter grade of “C” is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score an 85% on all skill-based competencies.

MED285 Medical Office Finances
4 Credit Hours
(Prereq. – MED208, MAT090 if applicable) This specialized course is designed to teach basic medical office skills. Instruction will be provided in the preparation of various medical forms and reports, and medical office financial procedures such as recording payments, reconciling bank statements, and general bookkeeping procedures. This course also provides detailed instruction in processing insurance claims including: ICD and CPT coding, completion of CMS1500 and other specialized insurance forms, and third party billing and reimbursements. A minimum letter grade of “C” is required for successful completion of this course and a score of 85% on all skill-based competencies for MAA majors only.

MED298 (MED298ON) Medical Assisting Exam Success Class
4 Credit Hours
(Prereq. – Should be taken in the final term and student must have completed all MAA core courses except for MED 285 and MED299) This course is designed to prepare the student for success on the Registered Medical Assistant (RMA) exam through a structured classroom review and testing to reinforce the student’s recall and knowledge of materials presented throughout the program. This is a capstone course culminating with the student taking the RMA as the final examination. The success class consists of 30 direct instructional hours and 30 externship clock hour of on-site practical experience.
MED299 Medical Assisting Externship  
4 Credit Hours  
(Prereq. – Should be taken in the final term and student must have completed all of the MAA core courses except for MED 285 and MED298) The course will provide a real life-experience in an ambulatory care setting performing the skills and processes they have acquired through their studies. This externship consists of 132 clock hours of on-site practical experience.

MOP299 Medical Office Professional Externship and Review  
4 Credit Hours  
(Prereq: Must be taken in the final term; MED202, MED208. Coreq: MED285, MED218)- This course includes 75 clock hours of on-site practical experience under the supervision of the facility’s staff and/or the Medical Program Director. Students are encouraged to locate their own site, however, the selection and approval of the site remains the responsibility of the Medical Program Director. Provider level CPR certification and first aid training are required prior to externship. Competencies performed at the site must be checked off as “satisfactory” for performance. Any student who misses 12 or more hours from the externship site will be withdrawn from the class. Receipt of the NCMA certification is contingent on graduation from the Medical Office Professional program. This is a capstone course to prepare students to sit for the National Medical Office Assistant certification exam through a structured review and testing to assess the student’s recall of materials presented throughout the program.

NUR300 (NUR300ON) Professional Nursing Concepts and Trends  
4 Credit Hours  
This course encompasses an introduction to the history, trends, issues, and evolution of the nursing profession. This course includes an overview of selected nursing theorists, and professional nursing practice in the changing health care delivery system. Opportunities will be presented that provide for the development of further socialization into the professional role of nursing. A letter grade of a “C” is required for successful completion of this course.

NUR330 (NUR330ON) Community/Public Health Nursing  
4 Credit Hours  
Emphasis is on employing the nursing process utilizing modeling and role-modeling and the appropriate level of prevention in the community focusing on individuals, families, groups and communities. The Community and Public Health Nursing course is designed to facilitate the conceptualizing of family, population groups, and community as units of care. The course focuses on risk reduction, health maintenance, and promotion of high level wellness to individuals, families, and groups of all ages throughout the health continuum. A letter grade of a “C” is required for successful completion of this course.

NUR400 (NUR400ON) Nursing Informatics  
4 Credit Hours  
This course is structured to provide students with an overview of nursing informatics; concepts of computers and the internet; principles and practices related to the evaluation of health care software applications; and a review of the health care information systems. In addition, attention will be given to the ethical issues related to the use of technology in health care; trends in health care technology; and the role of the nurse informatics in developing and evaluating health care applications and systems. A letter grade of a “C” is required for successful completion of this course.

NUR410 (NUR410ON) Nursing Research and Evidence Based Practice  
4 Credit Hours  
(Prereq. – MAT419) This course introduces nursing students to the fundamentals and principles of the research process and how it applies to professional nursing. The importance of searching relevant literature, understanding research methods, reviewing research, understanding, and evaluating research findings related to the practice of nursing is emphasized in this course. A letter grade of a “C” is required for successful completion of this course.

NUR415 (NUR415ON) Epidemiology for Nursing Practice  
4 Credit Hours  
This course is structured to provide students with an overview of epidemiology for nursing from a local to global perspective. Concepts of culture, ethics, legal, genetics, and the environment are included. Nursing in pandemics and emergency preparedness is examined. Epidemiology of chronic diseases and emerging infections will be addressed. Students are presented with epidemiologic models and study designs to assess the health of populations to prevent or control health problems. A letter grade of a “C” is required for successful completion of this course.

NUR430 (NUR430ON) Health Care Policy  
4 Credit Hours  
This course is structured to provide students with an overview of health care policy, finance, and regulatory issues at the local, state, national, and global level. Concepts will be examined related to the regulatory agencies effect on patient care and scope of nursing; implications of policy and legislative processes on health care delivery and vulnerable populations; and the financial implications for health care services. Social, ethical, and political issues and policy decisions affecting health care and nursing practice will be analyzed. A letter grade of a “C” is required for successful completion of this course.
NUR440 (NUR440ON) Leadership and Management
4 Credit Hours
(Prereq. – Must be the last NUR prefix course taken; can be taken in conjunction with one other NUR prefix course.) This senior-level nursing course focuses on leadership development professional nursing practice. Management theories and concepts are emphasized, including the identification of key organizational structures, professional communication and team work, conflict resolution, effective supervision, employee motivation, quality improvement, and change processes. This course also educates students on self-care techniques such as creating an effective work-life balance, resource assistance available from employers, and promoting a healthy work environment. A letter grade of a “C” is required for successful completion of this course.

Paralegal

BUS223 (BUS223ON) Sales and Contract Law
4 Credit Hours
This course provides an examination of the principles of law as they relate to contract and the application of the uniform commercial code as it relates to sale-of-goods contracts.

PLG102 (PLG102ON) Introduction to Paralegal Studies
4 Credit Hours
This course provides students with an overview of what a legal assistant/paralegal should be prepared for in the workplace. Emphasis will be on office behavior, ethics, skills, court systems, and case preparation.

PLG207 (PLG207ON) Legal Research and Writing
4 Credit Hours
(Prereq. – ENG102, PLG102) This course provides the specialized knowledge and the skill that students need to effectively use law texts and other law library resources. Analysis of case law is a focus along with the fundamental legal writing and drafting skills.

PLG213 (PLG213ON) Medical Records Analysis
4 Credit Hours
Students taking this course will study medical terminology, major body systems, HIPAA, medical records, Functional Capacity Evaluations, Medicare Set-Asides, Physician Opinion Letters, Life Care Plans, Subpoenas for medical records and medical release forms.

PLG214 (PLG214ON) Family Law
4 Credit Hours
This course provides the students with a basic overview of the legal problems of the family. Topics covered include relationships among the child, parent, and state (adoption, custody, and support), the marriage relationship, and divorce and its incident (divorce grounds, equitable distribution, and spousal support). Emphasis will be on the pleadings and procedures that are typical in a domestic relations practice.

PLG215 (PLG215ON) Torts and Personal Injury
4 Credit Hours
Students taking this course will study intentional torts, negligence, product liability, defamation, defenses, and damages, and draft legal pleadings involving torts.

PLG216 (PLG216ON) Estate Administration and Elder Law
4 Credit Hours
Students taking this course will study wills, estate planning, trusts, intestate succession, taxation of estates and probate as well as issues that pertain to senior citizens.

PLG229 Legal Office Procedures
4 Credit Hours
Students taking this course will learn the skills they need for administrative duties in the legal office. Course work includes fundamental office procedures as well as exercises in judgment, independent actions, and coping with interruptions in the office environment.

PLG232 (PLG232ON) Bankruptcy and Collections Procedures
4 Credit Hours
(Prereq. – PLG207) This course provides students with an introduction to the various types of creditors, liens, and judgments; and remedies, enforcement, and method of execution, attachments, and garnishments. Students will become familiar with the proceedings following judgment, exemptions, and fraudulent conveyances. Students will also receive an introduction to the Federal Bankruptcy Courts.

PLG250 (PLG250ON) Pretrial Discovery and Trial Preparation
4 Credit Hours
This course provides students with a thorough examination of client counseling and investigative techniques and processes. Specific attention will be given to the drafting of pleadings, motions, and the discovery process, including interrogatories, admissions, and depositions, as well as file organization, exhibit preparation, and the paralegal’s role in assisting at trial.

PLG252 Real Estate Practices
4 Credit Hours
(Prereq. – PLG207) Students taking this course will discuss real property law and proceed step by step through all the areas of a modern real estate practice.
PLG262 (PLG262ON) Criminal Law and Procedure  
4 Credit Hours  
Students taking this course will discuss criminal law and types of criminal defenses.

PLG299 Paralegal Externship  
4 Credit Hours  
(Prereq. – PLG207, PLG229, PLG250 and must be taken in the last two terms) This course offers paralegal students the opportunity to obtain practical experience and apply paralegal theory in practical settings by working 120 hours in a business or organization under supervision of experienced legal paralegal professionals.

### Pharmacy Technician

PTA165 (PTA165ON) Pharmacy Law & Ethics  
4 Credit Hours  
This course is designed to provide an overview of law and ethics affecting the pharmacy technician’s role. Federal and state laws and regulations are reviewed. Special attention is given to the pharmacy technician’s professional standards, and compliance with relevant legal, regulatory, formulary, contractual, and safety requirements.

PTA178 (PTA178ON) Community Pharmacy Systems of Operation  
4 Credit Hours  
(Co-Req.–PTA180) This course is an introduction to the operation of the community pharmacy with content areas devoted to the origins of the pharmacy, various drugs, dosage forms, delivery systems, and pharmacy billing and reimbursement. The evolving role regarding major trends, issues, goals, and initiatives taken within the pharmacy profession will be studied. Instruction regarding the roles and responsibilities of the pharmacy technician with emergent situations will be given.

PTA180 Community Pharmacy Systems of Operation Laboratory  
4 Credit Hours  
(Co-Req. or Prereq.–PTA178) In a simulated laboratory environment and with virtual pharmacy software, students’ skills for dispensing, patient billing, purchasing, receiving, and inventory management will be developed. Scenarios allow for application of their skills and knowledge to respond to customer requests, and interact with the pharmacist or co-workers. The techniques and skills regarding medication recalls, data entry, database management, and patient education are practiced.

PTA205 (PTA205ON) Pharmacology I for the Pharmacy Technician  
4 Credit Hours  
This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, drug actions, and body responses. Topics include Federal Regulations such as the Controlled Substance Act, Pure Food and Drug Act, and Federal Food, Drug, and Cosmetic Act and Amendments. Other topics introduced in the course are dietary nutrients and their functions, sources, and signs of deficiencies. A minimum letter grade of “C” is required for successful completion of this course for MAA majors only.

PTA207 (PTA207ON) Pharmacology II for the Pharmacy Technician  
4 Credit Hours  
(Co-Req. or Prereq.–PTA205) This course examines the major drug classifications in relation to the treatment of diseases and disorders, including the effects of selected medications on pathophysiology. Topics include an analysis of the classes of medically approved drugs, their action, indications, side-effects, and interactions for the body systems including cardiovascular, urinary, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, nervous, integumentary, and ophthalmology. A minimum letter grade of “C” is required for successful completion of this course for MAA majors only.

PTA275 Intravenous Admixture and Compounding Laboratory  
4 Credit Hours  
(Co-Req.–PTA278) This course will focus on the role of the pharmacy technician within an institutional pharmacy practice setting. The routes of administration for various medications, selection of appropriate supplies and equipment, and proper dosage calculations will be taught. Topics include the principles of aseptic technique, infection control and proper handling of hazardous materials. Sterile and non-sterile compounding techniques will be demonstrated. Through the use of the “virtual: pharmacy and laboratory procedures, students are provided with complex real-world scenarios allowing them the opportunity to utilize their skills and knowledge.

PTA278 (PTA278ON) Institutional Pharmacy Practice  
4 Credit Hours  
(Prereq. – PTA178; Co-req.–PTA275) This course focuses on the pharmacy technician’s role within an institutional pharmacy setting. Instruction in routes of administration for various medications, selection of appropriate supplies and equipment, and proper calculation of dosages of medications will be provided. The basics
of aseptic technique, infection control, and proper handling of hazardous materials will be taught.

**PTA279 Community Pharmacy Technician Externship**

*4 Credit Hours*

(Prereq. – To be taken in the student’s next to last term, may take concurrently with PTA278 and PTA289; all other core courses completed except for PTA288, PTA289 and MED218) The student will be provided a real life-experience in the pharmacy setting to reinforce the skills and processes they have acquired through their studies. This externship consists of 120 clock hours of on-site practical experience.

**PTA288 (PTA288ON) Pharmacy Technician Exam Success Class**

*4 Credit Hours*

(Prereq. – To be taken in final term and concurrently with PTA289) This course is designed to prepare the student for success on the Pharmacy Technician Certification Exam (PTCE) through a structured classroom review and testing to assess the student’s recall of materials presented throughout the program.

**PTA289 Institutional Pharmacy Technician Externship**

*4 Credit Hours*

(Prereq. – To be taken in the student’s last term, all core courses completed except for PTA288 and MED218) Students who take this course will obtain valuable practical experience in an institutional pharmacy environment. Course work includes 120 clock hours of on-site practical experience.

**PEC198 Phlebotomy and ECG Review**

*4 Credit Hours*

(Prereq.- Must be taken in student’s last term and in conjunction with PEC199) This course is designed to prepare the student for success with the National Certified Phlebotomy Technician (NCPT) and National Certified ECG Technician (NCET) examinations. Instruction will be provided through a structured classroom review and testing to assess and support the student’s recall of materials presented throughout the program. This is a capstone course that culminates with the student completing the certification exams.

**PEC199: Phlebotomy and ECG Externship**

*4 Credit Hours*

(Prereq.-to be taken in the student’s last term, PEC110, PEC115) This course provides students with the opportunity to receive hands-on experience in phlebotomy and with electrocardiography. Course work includes 120 clock hours of on-site experience under the supervision of the facility's staff and/or Director of Health Science Education.

**VEN199 Phlebotomy Directed Practice**

*4 Credit Hours*

(Prereq. – PEC110) This course includes 120 clock hours of on-site practical experience under the supervision of the facility’s staff and/or the Director of Health Care Education. Students also receive 10 hours of on-campus attendance for lecture review seminar to help them prepare for the Phlebotomy Technician Certification Examination.

**Surgical Technology**

**BIO110 Microbiology for Health Science**

*4 Credit Hours*

Students will learn the basic concept of microbiology as it affects the patient in the operating room arena.

**SRG103 Introduction to Surgical Technology**

*4 Credit Hours*

This course introduces students to the broad field of surgical technology and is a prerequisite for entry into the clinical training sequence of courses. Students learn techniques and methods of aseptic technique, which is the foundation for all subsequent course material. For emphasis on employee safety and avoidance of exposure incidents, students receive instruction and earn certification in Bloodborne and Airborne Pathogens.
SRG115 Surgical Technology I
4 Credit Hours
(Prereq. – SRG103) Principles covered in this class prepare students for work as non-sterile surgical technologists. The course focuses on pre-operative patient care through study of pre-operative patient care subjects and concepts. The course also gives students the opportunity to earn certification in Provider Level CPR and AED.

SRG120/SRG120EX Surgical Technology II
4 Credit Hours
(Prereq. – SRG115) The course prepares students for their clinical rotation by providing a sound foundation in surgical case interventions and applications. The course also focuses on skills associated with back table organization, mayo stand organization, selecting the appropriate supplies, suture and equipment for surgery, and successful completion of the Clinical Readiness Exam (CRE). Additionally, students are assigned to a clinical site for 30 hours, three hours per week (10 weeks total) for observation and to perfect second circulating skills.

SRG135/SRG135EX Surgical Procedures I
4 Credit Hours
(Prereq. – SRG120) This course sharpens the student’s skills in back table organization, mayo stand organization, selection of appropriate supplies, suture, and equipment for surgery and anticipation of the surgeon’s needs.

SRG238/SRG238EX Surgical Procedures II
4 Credit Hours
(Prereq. – SRG135) Through course work in surgical specialties, this class seeks to produce clinically prepared entry-level surgical technologists. Students learn to think about surgical procedures in a style similar to that of the surgeon. Course work is structured to teach basic surgical anatomy, instrumentation, and procedural steps. Students are assigned to clinical sites and will complete surgical procedures in the first or second scrub role.

SRG299 Surgical Procedures III
12 Credit Hours
(Prereq. – SRG238) Students gain a minimum of 360 clock hours of on-site experience under the supervision of the facility’s staff. A minimum of 120 cases must be completed, of which 80 must be performed in the first scrub role (as defined in the clinical packet). Students missing 27 or more hours from the externship site will be withdrawn from the class.

SRG298 (SRG298ON) Surgical Technology Exam Success Class
4 Credit Hours
(Prereq. – All SRG prefix classes; to be taken concurrently with SRG299) This course is designed to prepare the student for success on the Certified Surgical Technologist (CST) examination through a structured classroom review and testing to assess the student’s recall of materials presented throughout the program. This is a capstone course that will culminate with the student taking a sample CST exam as the final examination and the official CST exam will be taken during week 10 through NBSTSA.
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Every program curriculum offered at American National University is specific to the business, technology, or health care fields and leads to well-defined employment positions. Our diploma programs prepare students for entry-level positions while students in the associate’s degree and baccalaureate programs take program-specific courses that enable them to be better prepared than most to meet the demands of their chosen field. The Master of Business Administration program provides an in-depth and rigorous educational experience in business management, administration, and accounting. But no matter what level of completion, our graduates are ready to compete.

**Business**

American National University business programs provide students with the most efficient methods in business organization and management so they can meet the demands of modern companies and organizations. From diplomas in Accounting and Business Administration all the way to a Master of Business Administration, ANU offers programs that allow a wide variety of students to become successful in the business world.

**Health Care**

Health Care continues to be a vital field in all the communities served by ANU. Whether they are interested in working in a doctor’s office, pharmacy, lab, surgical center, medical billing/data facility or a hospital, students interested in being part of the health care industry can acquire the competitive skills they need at ANU.

**Technology**

In today’s economy, computers and related information technologies are critical to the success of almost every business, institution, and organization. Our students choose to improve their own career paths in this field by earning an associate’s degree in cybersecurity or network support.