

# AGENDA

Board for Proprietary Education

## ***BOARD MEETING***

101 West Ohio St.  
7<sup>th</sup> Floor Conference Room  
Indianapolis, IN 46204

**Tuesday, March 11, 2014**

<b>I. CALL TO ORDER –10:00 a.m.</b>	
<b>II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM</b>	
<b>III. CONSIDERATION OF THE MINUTES OF THE DECEMBER BOARD MEETING</b>	1
<b>IV. EXECUTIVE DIRECTOR’S REPORT</b>	
API Program Request Change Form	
Supplementary Information on Licensure, Certification, and Accreditation	
<b>V. DISCUSSION ITEM</b>	
A. Institutional Membership in the Recently Approved State Authorization Reciprocity Agreement (SARA)	5
1. <i>Indiana Commission for Higher Education - News Release</i>	7
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A. Academic Degree Programs	
1. Harrison College: One Associate of Applied Science Degree Program at Seven Locations, One Associate of Applied Science at Eight Locations, One Associate of Applied Science Degree Program at Two Locations, One Baccalaureate Degree Program at Four Locations, One Baccalaureate Degree Program at Eight Locations, and One Baccalaureate Degree Program at Two Locations	13
A.A.S. in Accounting	17
A.A.S. in Business	37
A.A.S. in Health Information Technology	59

B.S. in Accounting .....	67
B.S. in Business Management.....	81
B.S. in Health Information Administration .....	103
2. National American University: Six Associate of Applied Science Degree Programs and Six Bachelor of Science Degree Programs at One Location .....	
A.A.S. in Business Logistics .....	117
A.A.S. in Computer Security .....	131
A.A.S. in Health & Beauty Management.....	145
A.A.S. in Information Technology .....	157
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B.S. in Information Technology Emphasis in Network Administrator/Microsoft.....	251
B.S. in Information Technology Emphasis in Network Management/Microsoft .....	265

**VII. OLD BUSINESS**

None.

**VIII. NEW BUSINESS**

**IX. ADJOURNMENT --12:30 p.m.**

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**STATE OF INDIANA  
Board for Proprietary Education**

**Minutes of Meeting**

**Tuesday, December 10, 2013**

**I. CALL TO ORDER**

The Board for Proprietary Education met in regular session starting at 10:10 a.m. at 101 West Ohio Street, 7<sup>th</sup> Floor Conference Room, with Chairman Dr. Ken Sauer presiding.

**II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM**

*Members Present:*

Ken Konesco, Eric Ogle, Joe Pearson, Kimberly Perkins and Ken Sauer.

*Members Absent:*

Linda Woloshansky

*Guests Present:*

Angela Albritton, Dustin Heil, Leslie Weibush, Dr. Pamela Shay, Stephanie Brown, Jason Horton, Amye Melton, James Abraham, Janet Herman, Kimberly Walsh, Vicente Quinonts, Michael Traas, and Glenna Shelby.

It was determined that there was a quorum for the December 10, 2013 Board meeting.

**III. CONSIDERATION OF THE MINUTES OF THE DECEMBER BOARD MEETING**

The Board for Proprietary Education approved the Minutes of the September 30, 2013 meeting.

Mr. Ken Konesco moved for acceptance. Mr. Joe Pearson seconded the motion. The motion was unanimously approved.

**IV. EXECUTIVE DIRECTOR'S REPORT**

Dr. Ken Sauer stated that Rosemary Price will be officially retiring and welcomed Tara Wilkerson to BPE.

Academic Program Inventory (API) is new and eventually will be published online. The API is a list of all of the approved academic degree programs at the Proprietary institutions. It is critical that BPE has an official comprehensive list of academic programs that are available at each institution.

Dr. Ken Sauer gave a brief overview of the State Authorization Reciprocity Agreement (SARA). This resulted from the Federal Regulations that were issued in October 2010. It stated that institutions will have to be authorized by a state in order to deliver instruction in that state through certification to be eligible and considered for federal student financial aid.

Dr. Ken Sauer reviewed and discussed the tentative 2014 Board Meeting dates.

## **V. TIME – SENSITIVE ACTION ITEMS**

### **A. Academic Degree Programs**

#### **1. Embry-Riddle Aeronautical University: New Degree Requests**

Representing Embry-Riddle Aeronautical University was:  
Angela Albritton and Dustin Heil

Mr. Ross Miller presented the staff report recommending that Embry-Riddle Aeronautical University be granted approval to offer three Baccalaureate Degree Programs and five Master of Science Degree Programs at one location.

- *B.S. in Aviation Security*
- *B.S. in Fire Science*
- *B.S. in Transportation*
- *M.S. in Engineering Management*
- *M.S. in Leadership*
- *M.S. in Occupational Safety Management*
- *M.S. in Space Education*
- *M.S. in Systems Engineering*

Ms. Kimberly Perkins made the motion to approve the staff recommendation to grant approval to Embry-Riddle Aeronautical University to award the above mentioned programs with stipulation that they respond and provide the pertinent information requested for the Academic Program Inventory report. Mr. Ken Konesco seconded the motion. The motion was unanimously approved.

#### **2. Franklin University of Ohio at Indianapolis New Degree Request**

Mr. Ross Miller presented the staff report recommending that Franklin University of Ohio at Indianapolis be granted approval to offer two Associate of Science Degree Programs and two Baccalaureate Degree Programs at one location.

- *A.S. in Communications*
- *A.S. in Public Relations*
- *B.S. in Emergency Management and Homeland Security*
- *B.S. in Internet Marketing*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to Franklin University of Ohio at Indianapolis to award the above mentioned programs. Mr. Joe Pearson seconded the motion. The motion was unanimously approved.

#### **3. ITT Technical Institute New Degree Request**

Mr. Ross Miller presented the staff report recommending that ITT Technical Institute be granted approval to offer one Associate of Applied Science

Degree Program at five locations.

- *A.A.S. in Medical Assisting and Administration*

ITT originally submitted the Medical Assisting & Administration Degree Program as an A.A.S. before resubmitting the same degree program as an A.S. The board recommended that ITT resubmit to staff the Medical Assisting & Administration Degree Program as an A.A.S. with a minimum of 75% of the curriculum in the specialty.

Ms. Kimberly Perkins made the motion to approve the staff recommendation to grant approval to ITT Technical Institute for the above mentioned program with stipulations that the A.A.S. criteria meet the standard of 75% of specialty courses. Mr. Ken Konesco seconded the motion. The motion was unanimously approved.

#### **4. Medtech College New Degree Requests**

Mr. Miller presented the staff report recommending that Medtech College be granted approval to offer three Associate of Applied Science Degree Programs at three locations.

- *A.A.S. in Cardiovascular Sonographer at Fort Wayne, Greenwood and Indianapolis*
- *A.A.S. in Cardiovascular Technologist at Fort Wayne, Greenwood and Indianapolis.*
- *A.A.S. in Magnetic Resonance Imaging Technician at Fort Wayne, Greenwood and Indianapolis*
- *A.A.S. in Occupational Therapy Assistant at Fort Wayne, Greenwood and Indianapolis*

Ms. Kimberly Perkins made the motion to approve the staff recommendation. Mr. Joe Pearson seconded the motion. The motion was unanimously approved.

#### **5. National College New Degree Requests**

Mr. Miller presented the staff report recommending that National College be granted approval to offer one Associate of Applied Science Degree Program at one location.

- *A.A.S. in Tourism and Hospitality Management at Indianapolis*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to National College for the above mentioned degree program. Mr. Joe Pearson seconded the motion. The motion was unanimously approved.

#### **6. Draft BPE Policy on Institutions Seeking Accreditation Supporting Documentation**

Ms. Kimberly Perkins made a motion to approve and amend the policy. Mr. Eric Ogle seconded the motion. The motion was unanimously approved.

**VI. OLD BUSINESS**

None.

**VII. NEW BUSINESS**

None.

**VIII. ADJOURNMENT - approximately 12:50 p.m.**

The next meeting of the Board will be on Tuesday, March 11, 2014.

\_\_\_\_\_  
Dr. Ken Sauer, Chairman

\_\_\_\_\_  
Date

## **BOARD FOR PROPRIETARY EDUCATION**

Tuesday, March 11, 2014

### **DISCUSSION ITEM A**

#### **Indiana Joins the National Council for State Authorization Reciprocity Agreements**

##### **Background**

On February 21, 2014 Indiana was approved by the Midwestern Higher Education Compact (MHEC) to join the National Council for State Authorization Reciprocity Agreements (NC-SARA), the first state in the nation to do so.

SARA is a nationwide initiative of states that will make distance education courses more accessible to students across state lines, as well as making it easier for states to regulate and institutions to participate in interstate distance education. The SARA agreements are being implemented by the four regional higher education interstate compacts, which include, besides MHEC, the New England Board of Higher Education (NEBHE), the Southern Regional Education Board (SREB), and the Western Interstate Commission for Higher Education (WICHE). The effort is funded by a \$2.3 million grant from Lumina Foundation.

Now that Indiana has joined, colleges and universities within the state are also eligible to become part of NC-SARA. In the coming weeks, the Commission for Higher Education/Board for Proprietary Education will distribute an application form that institutions can use to apply for membership.

##### **Supporting Documents**

- (1) Indiana Commission for Higher Education News Release
- (2) National Council for State Authorization Reciprocity Agreements News Release

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**FOR IMMEDIATE RELEASE**

Feb. 26, 2014

**MEDIA CONTACT:**

Ali Curtis

317.464.4404 x 126

[ACurtis@che.in.gov](mailto:ACurtis@che.in.gov)

## **State cuts red tape to offer college students more quality distance learning options**

INDIANAPOLIS, IND. – Indiana is the first state in the country to join an interstate initiative designed to ensure academic quality and increase affordability for Hoosier students who complete online courses offered by colleges in other states.

Launched by the National Council for State Reciprocity Agreements (NC-SARA), the initiative will streamline the regulatory process required for colleges to enroll college students across state lines. More than twenty states are expected to be signed on by the end of 2014.

“Indiana is embracing new pathways that offer Hoosier college students more options and greater flexibility in completing education beyond high school,” said Teresa Lubbers, Indiana Commissioner for Higher Education. “It is imperative that these options are aligned with our state’s quality standards, and NC-SARA promotes consumer protection and reduces regulatory burdens and costs.”

Lubbers noted that Indiana is well-positioned as a leader in NC-SARA since the Indiana Commission for Higher Education now oversees both in-state and out-of-state for-profit colleges through the newly created Indiana Board for Proprietary Education. In a related move, the Commission has also been granted oversight responsibilities for both out-of-state public and not-for-profit colleges offering instruction in Indiana.

Other states that wish to join NC-SARA must demonstrate that they have an effective process in place for authorizing participating higher education institutions. The process must include:

- Acceptance of national or regional accreditation as evidence of academic quality for approving institutions to participate in reciprocity
- Acceptance of an adequate federal financial responsibility score for participation and an effective state process for consumer protection and ongoing oversight
- State authority to enter into the reciprocity agreement

In the coming weeks, Indiana colleges and universities will be invited to apply for institutional membership in SARA.

Implementing instructional models that provide Indiana students with greater flexibility and accelerated degree completion without sacrificing academic quality is a key strategy in the Indiana Commission for Higher Education’s “Reaching Higher, Achieving More” strategic plan.

Learn about the Commission and its strategic priorities to increase college completion at [www.che.in.gov](http://www.che.in.gov).

Learn about the National Council for State Reciprocity Agreements at [www.wiche.edu/sara](http://www.wiche.edu/sara).

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## Indiana approved as first SARA state

Minneapolis, Minnesota and Boulder, Colorado – Indiana has been approved by the Midwestern Higher Education Compact (MHEC) as the first state to join the National Council for State Authorization Reciprocity Agreements (NC-SARA). SARA is a nationwide initiative of states that will make distance education courses more accessible to students across state lines, as well as making it easier for states to regulate and institutions to participate in interstate distance education. The SARA agreements are being implemented by the four regional higher education interstate compacts, the Midwestern Higher Education Compact (MHEC), the New England Board of Higher Education (NEBHE), the Southern Regional Education Board (SREB), and the Western Interstate Commission for Higher Education (WICHE). The effort is funded by a \$2.3 million grant from Lumina Foundation.

“Indiana has enthusiastically supported the establishment of SARA from its earliest discussions and has been actively engaged in implementation of the concept,” says Ken Sauer, Ph.D., senior associate commissioner for research and academic affairs at the Indiana Commission for Higher Education. Recent changes made by the Indiana General Assembly have consolidated and streamlined coordination of Indiana’s system of higher education. Two changes in particular are of significant importance to Indiana joining MHEC-SARA. First, the Commission for Higher Education leads a newly created Indiana Board for Proprietary Education that oversees in-state and out-of-state proprietary institutions. Second, the Commission was granted oversight responsibilities for out-of-state public and not-for-profit institutions offering instruction in Indiana.

“This is really exciting for the Compact and for Indiana as we move this initiative forward for states, institutions, and students that will ultimately benefit from these reciprocity agreements,” said Larry Isaak, MHEC president.

States that wish to join SARA must demonstrate to their regional SARA compact that they have an effective process for authorizing institutions that want to participate in the reciprocity agreement. That process must include, at a minimum: acceptance of national or regional accreditation as evidence of academic quality; approving institutions to participate in reciprocity; acceptance of an adequate federal financial responsibility score (1.5, or 1.0 with justification, at a minimum) for such participation; and an effective state process for consumer protection (including addressing consumer complaints) and ongoing oversight. States also need

to have the authority to enter into the reciprocity agreement, which in many will require legislative action. Lastly, states and territories that don't belong to a regional compact but want to participate in SARA may either become full members of a compact or join, at reduced dues, solely to be part of SARA.

"SARA seeks to be part of the solution to issues in distance education and will save states and institutions time and money," said Marshall Hill, executive director of NC-SARA. Once a state joins SARA, accredited degree-granting institutions offering distance education courses can seek approval from their home states. When approved, these institutions will be able to operate in other participating SARA states without seeking independent authorization. This process is entirely voluntary (as is the process for states). An institution that chooses not to use SARA can continue to work with individual states to obtain approval to offer distance education to individuals residing in those states.

## About MHEC, NEBHE, SREB, WICHE and Lumina Foundation

The Midwestern Higher Education Compact is a nonprofit regional organization assisting Midwestern states in advancing higher education through interstate cooperation and resource sharing. MHEC seeks to fill its interstate mission through programs that expand postsecondary opportunity and success; promote innovative approaches to improving institutional and system productivity; improve affordability to students and states; and enhance connectivity between higher education and the workplace. Member states are: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

[www.mhec.org](http://www.mhec.org)

The New England Board of Higher Education promotes greater educational opportunities and services for the residents of New England. It works across the six New England states to engage and assist leaders in the assessment, development, and implementation of sound education practices and policies of regional significance; promote policies, programs, and best practices to assist the states in implementing important regional higher education policies; promote regional cooperation and programs that encourage the efficient use and sharing of educational resources; and provide leadership to strengthen the relationship between higher education and the economic well-being of New England.

[www.nebhe.org](http://www.nebhe.org)

The Southern Regional Education Board works with 16 member states to improve public education at every level, from pre-K through Ph.D. SREB is a nonprofit, nonpartisan organization headquartered in Atlanta. SREB states currently participate in SREB's Electronic Campus Regional Reciprocity Agreement, and SREB is working closely with SARA to expand reciprocity nationwide. Member states are Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

[www.sreb.org](http://www.sreb.org)

The Western Interstate Commission for Higher Education and its 16 members work collaboratively to expand educational access and excellence for all citizens of the West. By promoting innovation, cooperation, resource sharing, and sound public policy among states and institutions, WICHE strengthens

higher education's contributions to the region's social, economic, and civic life. WICHE's members include: Alaska, Arizona, California, Colorado, Hawai'i, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands (the first of the U.S. Pacific territories and freely associated states to participate).

[www.wiche.edu](http://www.wiche.edu)

Lumina Foundation is an independent, private foundation committed to increasing the proportion of Americans with high-quality degrees, certificates and other credentials to 60 percent by 2025. Lumina's outcomes-based approach focuses on helping to design and build an accessible, responsive, and accountable higher education system while fostering a national sense of urgency for action to achieve Goal 2025.

[www.luminafoundation.org](http://www.luminafoundation.org).

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Media Contacts:

- Mary E. Roberson, Director of Communications & Marketing, MHEC, [maryr@mhec.org](mailto:maryr@mhec.org), 612.677.2765
- Lisa Greco, Communications Coordinator, NC-SARA, [lgreco@nc-sara.org](mailto:lgreco@nc-sara.org), 303.541.0267

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# BOARD FOR PROPRIETARY EDUCATION

Tuesday, March 11, 2014

## DECISION ITEM A-1:

### Harrison College:

One Associate of Applied Science Degree Program at Seven Locations, One Associate of Applied Science at Eight Locations, One Associate of Applied Science Degree Program at Two Locations, One Baccalaureate Degree Program at Four Locations, One Baccalaureate Degree Program at Eight Locations, and One Baccalaureate Degree Program at Two Locations

## Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree program in Accounting, A.A.S. degree program in Business, A.A.S. degree program in Health Information Technology, B.S. degree program in Accounting, B.S. degree program in Business Management, and B.S. degree program in Health Information Administration in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

The A.A.S. degree program in Health Information Technology at Indianapolis and the B.S. degree program in Health Information Technology at Indianapolis are recommended for approval with the stipulation that Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date of the program.

## Background

### Institution Profile

Harrison College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS). The institution has 10 campuses in Indiana: Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Indianapolis East, Lafayette, Northwest, and Terre Haute. The National Center for Education Statistics (NCES) lists a total enrollment of 4,547 students in the fall of 2012 at the Indianapolis campus. NCES lists student enrollment data as 0 for the 9 other Harrison College campuses in Indiana.

## Degree Program Profiles

*Associate of Applied Science (A.A.S) in  
Accounting at  
Anderson, Columbus, Evansville, Fort Wayne, Indianapolis,  
Lafayette, and Terre Haute*

This program consists of 96 quarter credit hours, with 79% of the courses in the specialty. The Anderson campus program faculty consists of three individuals, of whom one is full-time and the remaining two are part-time. Of the three individuals, each has a Master's degree. The Columbus campus program faculty consists of four individuals, of whom two are full-time and two are part-time. Of the four individuals each has a Master's degree. The Evansville campus program faculty consists of seven individuals, of whom one is full-time, and the remaining six are part-time. The Fort Wayne campus program faculty consists of three individuals, of whom each is part-time. Of the three individuals each has a Master's degree. The Indianapolis campus program faculty consists of eight individuals, of whom four are full-time and four are part-time. Of the eight individuals six have a Master's degree, one has a Baccalaureate degree, and one has an Ed.S. degree. The Terre Haute campus program faculty consists of six individuals, of whom four are full-time and two are part-time. Of the six individuals, five have a Master's degree and one has a Ph.D.

*Associate of Applied Science (A.A.S) in  
Business at  
Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis  
Lafayette, and Terre Haute*

This program consists of 96 quarter credit hours, with 79% of the courses in the specialty. The Anderson campus program faculty consists of three individuals, of whom one is full-time, and two are part-time. Of the three individuals, each has a Master's degree. The Columbus campus program faculty consists of four individuals, of whom two are full-time and two are part-time. Of the four individuals, each has a Master's degree. The Evansville campus program faculty consists of seven individuals, of whom one is full-time and the remaining six are part-time. Of the seven individuals, each has a Master's degree. The Fort Wayne program faculty consists of three individuals, each of whom are part-time. Of the three individuals, each has a Master's degree. The Indianapolis campus program faculty consists of eight individuals, of whom four are full-time and four part-time. Of the eight individuals,

six have a Master's degree, one has a Ph.D., and one has a Baccalaureate degree. The Lafayette campus program faculty consists of three individuals, of whom one is full-time and the remaining two are part-time. Of the three individuals, each has a Master's degree. The Terre Haute campus program faculty consists of six individuals, of whom four are full-time and the remaining two are part-time. Of the six individuals, five have a Master's degree, and one has a Ph.D. The Elkhart campus program faculty consists of three individuals, of whom all are part-time. Of the three individuals, two have a Master's degree, and one has a Ph.D.

*Associate of Applied Science (A.A.S) in  
Health Information Technology at  
Indianapolis, and Indianapolis East*

This program consists of 96 quarter credit hours, with 79% of the courses in the specialty. The Indianapolis East campus program faculty consists of two individuals, of whom both are full-time. Of the two individuals, both have a baccalaureate degree.

*Bachelor of Science (B.S.) in  
Accounting at  
Columbus, Evansville, Indianapolis, and Terre Haute*

This program consists of 180 quarter credit hours, with 60% of the courses in the specialty. The Columbus campus program faculty consists of four individuals, of whom two are full-time and two are part-time. Of the four individuals, each has a Master's degree. The Evansville campus program faculty consists of seven individuals, of whom one is full-time, and six are part-time. Of the seven individuals, each has Master's degree. The Indianapolis campus program faculty consists of eight individuals, of whom four are full-time, and four are part-time. Of the eight individuals, six have Master's degree, one has an E.D.S., and one has a Baccalaureate degree. The Terre Haute campus program faculty consists of six individuals, of whom four are full-time, and two are part-time. Of the six individuals, four have a Master's degree and one has a Ph.D.

*Bachelor of Science (B.S.) in  
Business Management at  
Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis,  
Lafayette, and Terre Haute*

This program consists of 180 quarter credit hours, with 60% of the courses in the specialty. The Anderson campus program faculty consists of three individuals, of whom one is full-time and two are part-time. Of the three individuals, each has a Master's degree. The Columbus program faculty consists of four individuals, of whom two are full-time and two are part-time. Of the four individuals, each has a Master's degree. The Elkhart campus program faculty consists of three individuals, of whom each is part-time. Of the three individuals, two have a Master's degree and one has a Ph.D. The Evansville campus program faculty consists of seven individuals, of whom one is full-time and six are part-time. Of the seven individuals, each has a Master's degree. The Fort Wayne campus program faculty consists of three individuals, of whom all are part-time. Of the three individuals, each has a Master's degree. The Indianapolis campus program faculty consists of eight individuals, of whom four are full-time and four are part-time. Of the eight individuals, six have Master's degree, one has a Baccalaureate degree, and one has an E.D.S. The Lafayette campus program faculty consists of three individuals, of whom one is full-time and two are part-time. Of the three individuals, each has a Master's degree. The Terre Haute campus program faculty consists of six individuals, of whom four are full-time and two are part-time. Of the six individuals, five have a Master's degree, and one has a Ph.D.

*Bachelor of Science (B.S.) in  
Health Information Administration at  
Indianapolis, and Indianapolis East*

This program consists of 180 quarter credit hours, with 62% of the courses in the specialty. The Indianapolis East program faculty consist of two individuals, both of whom are full-time. Of the two individuals, both have a Baccalaureate degree.

**Supporting Documents**

Degree Applications

INDIANA BOARD FOR  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Harrison College—Anderson, Columbus, Evansville, Ft. Wayne,  
Lafayette, Terre Haute, Indianapolis Downtown/Online

Name of Program Accounting

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Mark Chyba

Telephone Number 317-447-6070 Application Type

Date the Form was Prepared 1/6/2014 New

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

This program seeks to provide students with specific preparation for private and public accounting as well as the advanced areas of general accounting affording students with the opportunity to pursue careers in private business, public accounting and government. The program also seeks to provide foundation for the student to begin a career in cost accounting, tax accounting, or internal auditing.

**PROGRAM OBJECTIVES**

Upon graduation, a student will:

1. Interpret financial results arising from business events
2. Understand the relationship between financial statements, payroll, income tax statements and business operations
3. Summarize the implications of corporate governance and ethical operating decisions

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Accounting

TOTAL COURSE HOURS: 96 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 24 Months TUITION: \$37,440

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1010	Accounting I	4
ACC1020	Accounting II	4
ACC1050	Payroll/10 Key	4
ACC1070	Income Tax	4
ACC1150	Computerized Accounting	4
ACC2010	Accounting III	4
ACC2020	Cost Accounting	4
BUS1000	Principles of Business	4
BUS1050	Business Math	4
BUS2000	Business Communication	4
FIN2000	Introduction to Finance	4
FIN2800	Personal Finance and Investments	4
HR2100	Human Resource Law	4
MGT2000	Management	4
INT2990 OR BUS2990	Internship Lower Division Capstone	4
CD2600	Career Development	2
CPU1000	Computers and Office Automation	4

<b>CPU2200</b>	Spreadsheets	4
<b>INF1100</b>	Information Literacy	2
<b>PSY1050</b>	Strategies for Success	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<b>COM1050</b>	Composition I	4
<b>ECN2000</b>	Macroeconomics	4
<b>MAT1500</b>	Introductory Algebra	4
<b>SPC1010</b>	Presentation Skills	4
<b>SOC1050 or PSY1060</b>	Sociology Psychology	4

Number of Credit/Clock Hrs. in Specialty: 76 / 96 Percentage: 79%  
 Number of Credit/Clock Hrs. in General Courses: 20 / 96 Percentage: 21%  
 Total

If applicable:  
 Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
ANDERSON

Location: The library (called the Learning Resource Center) is located on the campus at: 140 East 53rd Street, Anderson, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday, Wednesday, and Thursday 8:30 AM - 6:30 PM, Tuesday 8:00 AM – 1:30 PM and 3:30 – 6:30 PM, Friday 8:30 AM – 1:30 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 3 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Anderson Public library is located approximately 3 miles from campus. This library provides access to any resident of Anderson City, Anderson, Stony Creek, or Union Townships. Materials are able to be utilized on-site by any.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
Fort Wayne

Location: The library (called the Learning Resource Center) is located on the campus at: 6413 North Clinton Street, Fort Wayne, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Thursday 8:15 AM – 5:30 PM, Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 700 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Indiana University – Purdue University Fort Wayne library is located approximately 3.5 miles from campus. This library provides access as a state funded institution to materials on site.

The Allen County Public library is located approximately 4.7 miles from campus. This library provides cards to any resident of Allen County. Materials are able to be utilized on-site by any.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Indy Downtown

Location: The library (called the Learning Resource Center) is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Wednesday 8:30 AM – 8:30 PM, 8:30 AM – 6:30 PM Thursday and Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one graduate student intern at 10-20 hours per week to cover extended evening hours.

Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 3600 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Indianapolis Marion County Public Library Central Library is approximately 1.3 miles from the campus. There are 22 branches of the Indianapolis Marion County Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Terre Haute

Location: The library (called the Learning Resource Center) is located on the campus at: 1378 South State Road 46, Terre Haute, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 5:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 1200 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Vigo County Public Library is approximately 5 miles from the campus. There are 2 branches of the Vigo County Public Library as well as an online catalog and databases available to card holders.

The Indiana State Cunningham Library is located 6.4 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
Columbus, IN

Location: The library (called the Learning Resource Center) is located on the campus at: 2222 Poshard Drive, Columbus, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday, Wednesday, and Thursday 8:00 AM - 6:00 PM, Tuesday 8:00 AM – 5:30 PM, Friday 8:00 AM – 2:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents just over 400 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 12 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Bartholomew Public library is located approximately 4.3 miles from the Columbus campus and provides access to all county residents as well as access to a number of other county residents via a reciprocal agreement.

Indiana University – Purdue University, Columbus is located less than ¼ mile from campus and provides access as a state supported institution.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Lafayette

Location -- On campus and online.

Hours of student access -- 8am - 9pm (Monday - Thursday) & 8am - 4pm (Friday)

Harrison College employs a professionally trained librarian with a Master's degree in Library Sciences. This individual is employed at our Administration office located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Harrison College locations, this individual is charged with the responsibility of:

a) overseeing and assessing all existing physical and virtual library resources for all Harrison College campus locations;

- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Harrison College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Harrison College locations; and
- e) training for library personnel within the Indiana Harrison College system.

Plans are in place to hire an individual with an M.L.S. degree to oversee the library resources at the Lafayette campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Lafayette campus with library usage;
- b) providing assistance to faculty of the Lafayette campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Dean to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

## **2. Number of volumes of professional material:**

246

The Harrison College Learning Resource Centers hold 19,778 items, including 9911 e-books. Through a branch borrowing system, students have access to all these materials, plus other items available through interlibrary loan. We also have access to about 5,000 unique professional journal titles through our selection of databases provided to us through EbscoHost and ProQuest. Other available databases include ReferenceUSA, First Research, Learning Express Library, Credo Reference, and Lexis/Nexis Academic. In the last year, the Harrison College Learning Resource Center has seen a 47% increase in the use of databases and a 203% increase in the circulation of materials, verifying the continued investments in and the use of information resources for our students. (Figures are based on April 2010 statistics.)

Three hundred dollars per month has been allocated for the expansion of onsite library

holdings to accommodate the transition to the bachelor's degree level. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

**3. Number of professional periodicals subscribed to:**

18

**4. Other library facilities in close geographical proximity for student access:**

Tippecanoe County Public Library - Downtown/Main branch

Tippecanoe County Public Library - Ivy Tech Campus

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

## Evansville

Location: The library (called the Learning Resource Center) is located on the campus at: 4601 Theater Drive, Evansville, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday 8:00 AM – 5:30 PM, Tuesday - Thursday 10:00 - 7:30 PM, Friday 8:00 AM – 3:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

### **2. Number of volumes of professional material:**

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

### **3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 11 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

### **4. Other library facilities in close geographical proximity for student access:**

The Evansville-Vanderburgh Public library is located approximately 2.5 miles from campus and features 8 branches. This library provides cards to any resident of Vanderburgh County. Materials are able to be utilized on-site by any.

The Ohio Township Public library is located approximately 6.2 miles from campus and features 3 branches. This library provides cards to any resident of Ohio Township, Newburgh, and Chandler, IN. Materials are able to be utilized on-site by any.

**IV. FACULTY Anderson: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>3</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>2</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Gibson, Chad	MBA	14	8	0		X
Nichols, Rodney	MBA	20	7	0		X
Williams, Julia	MA	10	4	0	X	

**IV. FACULTY - Columbus, IN: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>4</b>	<b>Full-time:</b>	<b>2</b>	<b>Part-time:</b>	<b>2</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Dariage, Vincent	MBA	7	12	0	X	
Goodwin, Beth	MA	3	4	12	X	
Sanders, Deborah	MA	5	13	3		X
Stevenson-Holmes, Amanda	MBA	13	1	0		X

**IV. FACULTY - Evansville: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>7</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>6</b>
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Elkin, Leslie	MBA	20	8.5	0	X	
Harper-Sperry, Angela	MBA	26	12	0		X
Murray, Amanda	MA	3	1	12		X
Riley, Pat	MBA	22	16	0		X
Shanks, Stacey	MSM	23	New	0		X
Skodinski, Andy	MBA	9	1	0		X
Walton, Amanda	MSM	21	8	2		X

**IV. FACULTY - Fort Wayne:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	3	Full-time:	0	Part-time:	3
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Agee, Rebecca	MA	5	1	4		X
Dunbar, Jean	MA	18	1	16		X
Lemert, Laura	MS	13	1	10		X

**IV. FACULTY- Indianapolis Downtown/Online:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	8	Full-time:	4	Part-time:	4
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Abraham, Ken	BS	15	1	3		X
Best, Norm	MA	35	7	10	X	
Bradberry, Nicole	MBA	12	5	0	X	
Gannaway, Cheryl	MA	6	2	0		X
Heavin, Diane	MS	32	27	5	X	
Jean-Louis, Anthony	E.D.S	12	3	2		X
Salamo, Susan	MA	35	6	10		X
Walker, Stephen	MS	11	2	9	X	

**IV. FACULTY - Lafayette:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	3	Full-time:	1	Part-time:	2
Fill out form below: (PLEASE LIST NAMES IN <b>ALPHABETICAL</b> ORDER.)					

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
McConnell, Ann	MS	19	3	3		X
Roberts, Cynthia	MBA	12	6	2	X	
Williams, George	MS	16	3	16		X

**IV. FACULTY - Terre Haute:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	6	Full-time:	4	Part-time:	2
Fill out form below: (PLEASE LIST NAMES IN <b>ALPHABETICAL</b> ORDER.)					

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Camp, James	MBA	26	15	4	X	
Myers, Margaret	MBA	13	7	2		X
Phelps, Michael	PHD	9	3	5		X
McGuire, Karen	MBA	8	20	1	X	
Schmidt, Jessica	MA	2	8	3	X	
Watson, Theresa	MS	5	12	5	X	

*Indiana Commission for Higher Education  
Indiana Board for Proprietary Education*

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Harrison College  
Degree Program: Accounting AAS  
Locations: Indianapolis Downtown/Online, Anderson, Columbus, Evansville, Ft. Wayne, Lafayette, Terre Haute

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

*Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.*

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

++++  
++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

*Graduates of this program do not need national professional certification in order to obtain employment in the field.*

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

++++  
++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

*No, there is no specialized accreditation for this program.*

If so, please identify the specialized accrediting agency

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**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Harrison College—Anderson, Columbus, Elkhart, Evansville, Ft. Wayne, Lafayette, Terre Haute, Indianapolis Downtown/Online

Name of Program Business

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Mark Chyba

Telephone Number 317-447-6070 Application Type

Date the Form was Prepared 1/6/2014 New

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

This program seeks to provide students with an extensive business background, focusing on principles of management. The program includes specialized courses in the use of electronic software designed to enhance the effectiveness of one's ability to plan, implement, monitor, and evaluate the status of a project. Graduates of the program are prepared to begin careers as manager trainees or project assistants in any number of industries.

**PROGRAM OBJECTIVES**

Upon graduation, a student will:

1. Demonstrate a working knowledge of business terminology.
2. Identify and contrast business roles in a global context.
3. Evaluate the implication of ethical problem solving in business situations.
4. Evaluate the importance of business data to organizational decisions.
5. Produce effective business communication for various audiences.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business

TOTAL COURSE HOURS: 96 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 24 Months TUITION: \$37,440

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1010	Accounting I	4
ACC1020	Accounting II	4
BUS1000	Principles of Business	4
BUS1050	Business Math	4
BUS2000	Business Communication	4
BUS2500	Global Business & Culture	4
FIN2000	Introduction to Finance	4
HR2100	Human Resource Law	4
MGT2000	Management	4
MGT2300	Entrepreneurship	4
MKG1200	Marketing	4
Elective	Professional Elective/Concentration I	4
Elective	Professional Elective/Concentration II	4
Elective	Professional Elective/Concentration III	4
INT2990 OR BUS2990	Internship OR Lower Division Capstone	4
CD2600	Career Development	2
CPU1000	Computers and Office Automation	4

<b>CPU2200</b>	Spreadsheets	4
<b>INF1100</b>	Information Literacy	2
<b>PSY1050</b>	Strategies for Success	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<b>COM1050</b>	Composition I	4
<b>ECN2000</b>	Macroeconomics	4
<b>MAT1500</b>	Introductory Algebra	4
<b>SPC1010</b>	Presentation Skills	4
<b>SOC1050 or PSY1060</b>	Sociology OR Psychology	4

Number of Credit/Clock Hrs. in Specialty:  $\frac{76}{96}$  /  $\frac{96}{96}$  Percentage:  $\frac{79\%}{100\%}$   
Number of Credit/Clock Hrs. in General Courses:  $\frac{20}{96}$  /  $\frac{96}{96}$  Percentage:  $\frac{21\%}{100\%}$   
Total  
If applicable:  
Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
ANDERSON

Location: The library (called the Learning Resource Center) is located on the campus at: 140 East 53rd Street, Anderson, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday, Wednesday, and Thursday 8:30 AM - 6:30 PM, Tuesday 8:00 AM – 1:30 PM and 3:30 – 6:30 PM, Friday 8:30 AM – 1:30 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 3 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Anderson Public library is located approximately 3 miles from campus. This library provides access to any resident of Anderson City, Anderson, Stony Creek, or Union Townships. Materials are able to be utilized on-site by any.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
Fort Wayne

Location: The library (called the Learning Resource Center) is located on the campus at: 6413 North Clinton Street, Fort Wayne, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Thursday 8:15 AM – 5:30 PM, Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 700 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Indiana University – Purdue University Fort Wayne library is located approximately 3.5 miles from campus. This library provides access as a state funded institution to materials on site.

The Allen County Public library is located approximately 4.7 miles from campus. This library provides cards to any resident of Allen County. Materials are able to be utilized on-site by any.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Indy Downtown

Location: The library (called the Learning Resource Center) is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Wednesday 8:30 AM – 8:30 PM, 8:30 AM – 6:30 PM Thursday and Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one graduate student intern at 10-20 hours per week to cover extended evening hours.

Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 3600 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Indianapolis Marion County Public Library Central Library is approximately 1.3 miles from the campus. There are 22 branches of the Indianapolis Marion County Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Terre Haute

Location: The library (called the Learning Resource Center) is located on the campus at: 1378 South State Road 46, Terre Haute, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 5:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 1200 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Vigo County Public Library is approximately 5 miles from the campus. There are 2 branches of the Vigo County Public Library as well as an online catalog and databases available to card holders.

The Indiana State Cunningham Library is located 6.4 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Columbus, IN

Location: The library (called the Learning Resource Center) is located on the campus at: 2222 Poshard Drive, Columbus, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday, Wednesday, and Thursday 8:00 AM - 6:00 PM, Tuesday 8:00 AM – 5:30 PM, Friday 8:00 AM – 2:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents just over 400 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 12 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Bartholomew Public library is located approximately 4.3 miles from the Columbus campus and provides access to all county residents as well as access to a number of other county residents via a reciprocal agreement.

Indiana University – Purdue University, Columbus is located less than ¼ mile from campus and provides access as a state supported institution.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Lafayette

Location -- On campus and online.

Hours of student access -- 8am - 9pm (Monday - Thursday) & 8am - 4pm (Friday)

Harrison College employs a professionally trained librarian with a Master's degree in Library Sciences. This individual is employed at our Administration office located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Harrison College locations, this individual is charged with the responsibility of:

a) overseeing and assessing all existing physical and virtual library resources for all Harrison College campus locations;

- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Harrison College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Harrison College locations; and
- e) training for library personnel within the Indiana Harrison College system.

Plans are in place to hire an individual with an M.L.S. degree to oversee the library resources at the Lafayette campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Lafayette campus with library usage;
- b) providing assistance to faculty of the Lafayette campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Dean to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

## **2. Number of volumes of professional material:**

246

The Harrison College Learning Resource Centers hold 19,778 items, including 9911 e-books. Through a branch borrowing system, students have access to all these materials, plus other items available through interlibrary loan. We also have access to about 5,000 unique professional journal titles through our selection of databases provided to us through EbscoHost and ProQuest. Other available databases include ReferenceUSA, First Research, Learning Express Library, Credo Reference, and Lexis/Nexis Academic. In the last year, the Harrison College Learning Resource Center has seen a 47% increase in the use of databases and a 203% increase in the circulation of materials, verifying the continued investments in and the use of information resources for our students. (Figures are based on April 2010 statistics.)

Three hundred dollars per month has been allocated for the expansion of onsite library

holdings to accommodate the transition to the bachelor's degree level. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

**3. Number of professional periodicals subscribed to:**

18

**4. Other library facilities in close geographical proximity for student access:**

Tippecanoe County Public Library - Downtown/Main branch

Tippecanoe County Public Library - Ivy Tech Campus

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

## Evansville

Location: The library (called the Learning Resource Center) is located on the campus at: 4601 Theater Drive, Evansville, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday 8:00 AM – 5:30 PM, Tuesday - Thursday 10:00 - 7:30 PM, Friday 8:00 AM – 3:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

### **2. Number of volumes of professional material:**

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

### **3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 11 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

### **4. Other library facilities in close geographical proximity for student access:**

The Evansville-Vanderburgh Public library is located approximately 2.5 miles from campus and features 8 branches. This library provides cards to any resident of Vanderburgh County. Materials are able to be utilized on-site by any.

The Ohio Township Public library is located approximately 6.2 miles from campus and features 3 branches. This library provides cards to any resident of Ohio Township, Newburgh, and Chandler, IN. Materials are able to be utilized on-site by any.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
**ELKHART**

Location: The library (called the Learning Resource Center) is located on the campus at: 56075 Parkway Avenue, Elkhart, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday and Tuesday 10:30 AM - 7:30 PM, Wednesday 8:00 5:30 PM, Thursday 8:30 AM – 5:30 PM, Friday 8:00 AM – 4:30 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 500 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 8 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Elkhart Public library is located approximately 5 miles from campus and features 4 branches. This library provides access to any resident of Elkhart, or Cleveland, Concord, or Oslo Townships. Materials are able to be utilized on-site by any.

The Bristol Public library is located approximately 5 miles from campus. The library provides access to any resident of Washington Township. Materials are able to be utilized on-site by any.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY Anderson: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>		<b>Full-time:</b>		<b>Part-time:</b>	
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Gibson, Chad	MBA	14	8	0		X
Nichols, Rodney	MBA	20	7	0		X
Williams, Julia	MA	10	4	0	X	

**IV. FACULTY - Columbus, IN: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	4	<b>Full-time:</b>	2	<b>Part-time:</b>	2
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Dariage, Vincent	MBA	7	12	0	X	
Goodwin, Beth	MA	3	4	12	X	
Sanders, Deborah	MA	5	13	3		X
Stevenson-Holmes, Amanda	MBA	13	1	0		X

**IV. FACULTY - Evansville: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	7	<b>Full-time:</b>	1	<b>Part-time:</b>	6
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Elkin, Leslie	MBA	20	8.5	0	X	
Harper-Sperry, Angela	MBA	26	12	0		X
Murray, Amanda	MA	3	1	12		X
Riley, Pat	MBA	22	16	0		X
Shanks, Stacey	MSM	23	New	0		X
Skodinski, Andy	MBA	9	1	0		X
Walton, Amanda	MSM	21	8	2		X

**IV. FACULTY - Fort Wayne:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:		Full-time:		Part-time:	
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Agee, Rebecca	MA	5	1	4		X
Dunbar, Jean	MA	18	1	16		X
Lemert, Laura	MS	13	1	10		X

**IV. FACULTY- Indianapolis Downtown/Online:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	8	Full-time:	4	Part-time:	4
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Abraham, Ken	BS	15	1	3		X
Best, Norm	MA	35	7	10	X	
Bradberry, Nicole	MBA	12	5	0	X	
Gannaway, Cheryl	MA	6	2	0		X
Heavin, Diane	MS	32	27	5	X	
Jean-Louis, Anthony	E.D.S	12	3	2		X
Salamo, Susan	MA	35	6	10		X
Walker, Stephen	MS	11	2	9	X	

**IV. FACULTY - Lafayette:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:		Full-time:		Part-time:	
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
McConnell, Ann	MS	19	3	3		X
Roberts, Cynthia	MBA	12	6	2	X	
Williams, George	MS	16	3	16		X

**IV. FACULTY - Terre Haute:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:		Full-time:		Part-time:	
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Camp, James	MBA	26	15	4	X	
Myers, Margaret	MBA	13	7	2		X
Phelps, Michael	PHD	9	3	5		X
McGuire, Karen	MBA	8	20	1	X	
Schmidt, Jessica	MA	2	8	3	X	
Watson, Theresa	MS	5	12	5	X	

**IV. FACULTY - Elkhart:** Attach completed Instructor's Qualification Record for each instructor.  
**\*\* Include** all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:		Full-time:		Part-time:	
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Hochstetler, Rex	MS	16	4	4		X
Sissem, Priscilla	PHD	13	4	13		X
Stewart, Kevin	MBA	31	1	0		X

Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Harrison College  
Degree Program: Business AAS  
Locations: Indianapolis Downtown, Online, Anderson, Columbus, Elkhart, Evansville, Ft.  
Wayne, Lafayette, Terre Haute

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

*Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.*

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

++++  
++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

*Graduates of this program do not need national professional certification in order to obtain employment in the field.*

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

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++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

*No, there is no specialized accreditation for this program.*

If so, please identify the specialized accrediting agency

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**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution	<u>Harrison College—Indianapolis Downtown/Online, and Indianapolis East</u>	
Name of Program	<u>Health Information Technology</u>	
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)		<u>AAS</u>
Name of Person Preparing this Form	<u>Ashly Stage</u>	
Telephone Number	<u>317-447-6221</u>	<u>Application Type</u>
Date the Form was Prepared	<u>12/13/13</u>	New

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Health Information Technology program is designed to provide the student with the academic, professional, and technical skills to collect, maintain, and protect digital data and traditional medical records essential for quality patient care. The student will be prepared to verify completeness and accuracy of medical information and electronic health records used for coding, reimbursement, and quality improvement. The program includes professional practice experience in health information technology application to prepare students for entry-level positions in hospitals, insurance companies, clinical practice facilities, registries, and other healthcare settings.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Information Technology

TOTAL COURSE HOURS: 96 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 18 Months TUITION: \$40,000.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EXT2920	HIT Practicum	4
HIM1220	Intro to Health Information Management	4
HIM2200	Health Information Systems & Workflow	4
HIM2400	Health Data Management & Statistics	4
HIM2500	Healthcare Quality & Performance Improvement	4
INS1220	Basic Insurance	4
INS2000	Coding Systems	4
INS2200	Coding Systems II	4
INS2400	Reimbursement Management	4
MED1010	Medical Terminology	4
MED1020	Medical Law & Ethics	4
MED2210	Medical Office Software	4
PHM1140	Pharmacology	4
PHY1020	Anatomy & Physiology I	4
PHY1030	Anatomy & Physiology II	4
PHY1260	Pathophysiology	4
CD2600	Career Development	2
CPU1000	Computers and Office Automation	4

<b>INF1100</b>	Information Literacy	2
<b>PSY1050</b>	Strategies for Success	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<b>COM1050</b>	Composition I	4
<b>MAT1500</b>	Introductory Algebra	4
<b>PSY1060</b>	Psychology	4
<b>SOC2050</b> or <b>HUM1500</b>	Societal Problems or Introduction to Humanities	4
<b>Elective</b>	Science Elective	4

Number of Credit/Clock Hrs. in Specialty: 76 / 96 Percentage: 79%  
 Number of Credit/Clock Hrs. in General Courses: 20 / 96 Percentage: 21%  
 Total

If applicable:  
 Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Location: Southeast corner of the second floor in the Indianapolis Downtown campus. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print books located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 8:00 AM - 9:00 PM, Friday 8:00 AM - 4:00 PM, Saturday 9:00 AM - 1:00 PM. In addition, live online chat reference is available during all of these normal business hours, plus Sunday evenings, 5:00 PM – 9:00 PM.

Staff: Two full-time librarians, one full-time Administrative Assistant and one college work study student at 20 hours per week. Students are also served by over 20 full time professional librarians around the state and region who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

There are currently 2,140 items in the local LRC collection. Students also have access to items collected at 13 other Harrison College campus LRCs, as well as 20,000 eBook titles, and additional resources through interlibrary loan from other institutions.

**3. Number of professional periodicals subscribed to:**

There are 28 periodical subscriptions available in the library along with thousands of periodicals available online through the following database providers: EBSCO, ProQuest, LexisNexis, and Gale.

**4. Other library facilities in close geographical proximity for student access:**

The Indianapolis Marion County Public Library Central Library is approximately 1.3 miles from the campus. There are 22 branches of the Indianapolis Marion County Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**IV. FACULTY: INDIANAPOLIS EAST Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>2</b>	<b>Full-time:</b>	<b>2</b>	<b>Part-time:</b>	
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
<b>Fish, Jennifer</b>	BS	9	2	5 mo.	X	
<b>Oliver, Abigail</b>	BS	26	4	0	X	

**IV. FACULTY: INDIANAPOLIS DOWNTOWN Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>0</b>	<b>Full-time:</b>	<b>0</b>	<b>Part-time:</b>	
<b>Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)</b>					

The Indianapolis Downtown/Online Campus has not yet hired any faculty members for this program. This is a new program to Harrison College, and the hiring process, at the Downtown Campus, will begin once approval is obtained and need is determined. All on ground instruction will take place at the Indianapolis East campus while distance education learning will be achieved through the Indianapolis Downtown/online approval.

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Harrison College  
Degree Program: Health Information Technology AAS  
Locations: Indianapolis Downtown/Online, Indianapolis East,

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

++++  
++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Graduates of this program do not need national professional certification in order to obtain employment in the field.

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

Even though professional certification is not required for employment in the field, there are professional credentialing exams available for graduates of a Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredited Health Information program.

New programs can apply for accreditation candidacy status once students have been enrolled. Programs may remain in candidacy status for two years during which time a self-study and site visit must occur to determine compliance with the standards and curriculum requirements. Once full accreditation is awarded, associate degree and bachelor degree graduates may sit for the appropriate American Health Information Management Association (AHIMA) certification exam. The **Registered Health Information Technician (RHIT)** certification exam is the associate degree level credentialing exam, and the **Registered Health Information Administrator (RHIA)** certification exam is the bachelor degree level credentialing exam.

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**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

The state of Indiana does not required specialized licensure or certification to work in the Health Information Management field, therefore specialized accreditation for Health Information Technology and Health Information Administration programs is not required.

If so, please identify the specialized accrediting agency

New programs can apply for accreditation candidacy status once students have been enrolled. Programs may remain in candidacy status for two years during which time a self-study and site visit must occur to determine compliance with the standards and curriculum requirements. Once full accreditation is awarded, associate degree and bachelor degree graduates may sit for the appropriate **American Health Information Management Association (AHIMA)** certification exam. The Registered Health Information Technician (RHIT) certification exam is the associate degree level credentialing exam, and the Registered Health Information Administrator (RHIA) certification exam is the bachelor degree level credentialing exam.

**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Harrison College—Columbus, Evansville, Terre Haute, Indianapolis  
Downtown/Online

Name of Program Accounting

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Mark Chyba

Telephone Number 317-447-6070 Application Type

Date the Form was Prepared 1/6/2014 New

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Accounting Bachelor of Science degree program seeks to provide students with an understanding of theory and application related to an accounting environment, including instruction in the areas of performance analysis, budgeting, managing controls, taxation, and auditing. The Bachelor of Science degree in Accounting helps prepare professionals for jobs in private businesses, government or nonprofit agencies, and public accounting firms.

**PROGRAM OBJECTIVES**

Upon graduation, a student will:

1. Generate financial results arising from business transactions
2. Evaluate the relationship between financial statements, payroll, income tax statements and business operations
3. Critically interpret and communicate the implications of corporate governance and ethical operating decisions
4. Evaluate the regulatory and auditing implications when analyzing accounting processes and business risk
5. Perform financial analysis and critical decision making while implementing core accounting principles

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Accounting

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 44 Months TUITION: \$70,200

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1010	Accounting I	4
ACC1020	Accounting II	4
ACC1050	Payroll/10 Key	4
ACC1070	Income Tax	4
ACC1150	Computerized Accounting	4
ACC2010	Accounting III	4
ACC2020	Cost Accounting	4
ACC2300	Auditing	4
ACC3020	Managerial Cost Accounting	4
ACC3150	Advanced Income Tax	4
ACC3400	Intermediate Accounting I	4
ACC3500	Intermediate Accounting II	4
ACC3700	Intermediate Accounting III	4
ACC4250	Advanced Auditing	4
ACC4500	Advanced Accounting	4
ACC4650	Accounting BS Capstone	4
BUS1000	Principles of Business	4
BUS1050	Business Math	4

<b>BUS2000</b>	Business Communication	4
<b>BUS3650</b>	Business Statistics	4
<b>FIN2000</b>	Introduction to Finance	4
<b>FIN2800</b>	Personal Finance and Investments	4
<b>FIN3500</b>	Finance for Managers	4
<b>HR2100</b>	Human Resource Law	4
<b>INT2990</b>	Internship OR	
<b>BUS2990</b>	Lower Division Capstone	4
<b>MGT2000</b>	Management	4
<b>MGT3000</b>	Business Ethics	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>COM1050</b>	Composition I	4
<b>COM2060</b>	Composition II	4
<b>ECN2000</b>	Macroeconomics	4
<b>ECN3100</b>	Microeconomics	4
<b>CD2600</b>	Career Development	2
<b>CPU1000</b>	Computers and Office Automation	4
<b>CPU2200</b>	Spreadsheets	4
<b>INF1100</b>	Information Literacy	2
<b>MAT1500</b>	Introductory Algebra	4
<b>MAT2000</b>	College Algebra	4
<b>POL2000</b>	American Government	4
<b>PSY1050</b>	Strategies for Success	4
<b>PSY2000</b>	Critical Thinking and Problem Solving	4

<b>SOC2300</b>	Organizational Behavior	4
<b>SOC1050 or PSY1060</b>	Sociology or Psychology	4
<b>SPC1010</b>	Presentation Skills	4
<b>Gen Ed Elective</b>	Humanities Elective	4
<b>Gen Ed Elective</b>	Science Electives	8

Number of Credit/Clock Hrs. in Specialty: 108 / 180 Percentage: 60%  
Number of Credit/Clock Hrs. in General Courses: 72 / 180 Percentage: 40%  
Total

If applicable:  
Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
Indy Downtown

Location: The library (called the Learning Resource Center) is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Wednesday 8:30 AM – 8:30 PM, 8:30 AM – 6:30 PM Thursday and Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one graduate student intern at 10-20 hours per week to cover extended evening hours. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 3600 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus.

and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Indianapolis Marion County Public Library Central Library is approximately 1.3 miles from the campus. There are 22 branches of the Indianapolis Marion County Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Terre Haute

Location: The library (called the Learning Resource Center) is located on the campus at: 1378 South State Road 46, Terre Haute, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 5:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection

development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 1200 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Vigo County Public Library is approximately 5 miles from the campus. There are 2 branches of the Vigo County Public Library as well as an online catalog and databases available to card holders.

The Indiana State Cunningham Library is located 6.4 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

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**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

## Columbus, IN

Location: The library (called the Learning Resource Center) is located on the campus at: 2222 Poshard Drive, Columbus, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday, Wednesday, and Thursday 8:00 AM - 6:00 PM, Tuesday 8:00 AM – 5:30 PM, Friday 8:00 AM – 2:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

### **2. Number of volumes of professional material:**

The physical collection represents just over 400 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

### **3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 12 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

### **4. Other library facilities in close geographical proximity for student access:**

The Bartholomew Public library is located approximately 4.3 miles from the Columbus campus and provides access to all county residents as well as access to a number of other county residents via a reciprocal agreement.

Indiana University – Purdue University, Columbus is located less than ¼ mile from campus and provides access as a state supported institution.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
Evansville

Location: The library (called the Learning Resource Center) is located on the campus at: 4601 Theater Drive, Evansville, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday 8:00 AM – 5:30 PM, Tuesday - Thursday 10:00 - 7:30 PM, Friday 8:00 AM – 3:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 11 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Evansville-Vanderburgh Public library is located approximately 2.5 miles from campus and features 8 branches. This library provides cards to any resident of Vanderburgh County. Materials are able to be utilized on-site by any.

The Ohio Township Public library is located approximately 6.2 miles from campus and features 3 branches. This library provides cards to any resident of Ohio Township, Newburgh, and Chandler, IN. Materials are able to be utilized on-site by any.

**IV. FACULTY - Columbus, IN:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	4	Full-time:	2	Part-time:	2
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Dariage, Vincent	MBA	7	12	0	X	
Goodwin, Beth	MA	3	4	12	X	
Sanders, Deborah	MA	5	13	3		X
Stevenson-Holmes, Amanda	MBA	13	1	0		X

**IV. FACULTY - Evansville:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	7	Full-time:	1	Part-time:	6
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Elkin, Leslie	MBA	20	8.5	0	X	
Harper-Sperry, Angela	MBA	26	12	0		X
Murray, Amanda	MA	3	1	12		X
Riley, Pat	MBA	22	16	0		X
Shanks, Stacey	MSM	23	New	0		X
Skodinski, Andy	MBA	9	1	0		X
Walton, Amanda	MSM	21	8	2		X

**IV. FACULTY- Indianapolis Downtown/Online: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>8</b>	<b>Full-time:</b>	<b>4</b>	<b>Part-time:</b>	<b>4</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Abraham, Ken	BS	15	1	3		X
Best, Norm	MA	35	7	10	X	
Bradberry, Nicole	MBA	12	5	0	X	
Gannaway, Cheryl	MA	6	2	0		X
Heavin, Diane	MS	32	27	5	X	
Jean-Louis, Anthony	E.D.S	12	3	2		X
Salamo, Susan	MA	35	6	10		X
Walker, Stephen	MS	11	2	9	X	

**IV. FACULTY - Terre Haute: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>		<b>Full-time:</b>		<b>Part-time:</b>	
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Camp, James	MBA	26	15	4	X	
Myers, Margaret	MBA	13	7	2		X
Phelps, Michael	PHD	9	3	5		X
McGuire, Karen	MBA	8	20	1	X	

<b>Schmidt, Jessica</b>	MA	2	8	3	X	
<b>Watson, Theresa</b>	MS	5	12	5	X	

*Indiana Commission for Higher Education  
Indiana Board for Proprietary Education*

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Harrison College  
Degree Program: Accounting BS  
Locations: Columbus, Evansville, Terre Haute, Indianapolis Downtown/Online

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

*Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.*

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

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**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

*Graduates of this program do not need national professional certification in order to obtain employment in the field.*

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

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++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

*No, this program does not need specialized accreditation in order for a graduate to become licensed by the State.*

If so, please identify the specialized accrediting agency

**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Harrison College—Anderson, Columbus, Elkhart, Evansville, Fort  
Wayne, Terre Haute, Lafayette, Indianapolis Downtown/Online

Name of Program Business Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Mark Chyba

Telephone Number 317-447-6070 Application Type

Date the Form was Prepared 1/6/2014 New

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Business Management Bachelor Degree program seeks to provide business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving, and current technology for application and use in communication, data collection/analysis, and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

**PROGRAM OBJECTIVES**

Upon graduation, a student will:

1. Demonstrate a working knowledge of business terminology.
2. Evaluate business roles and responsibilities within a global context.
3. Apply a framework for ethical problem solving to complex situations encountered in the workplace.
4. Produce effective business communication for various audiences.
5. Objectively interpret business data to make organizational decisions

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Management

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 44 Months TUITION: \$70,200

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1010	Accounting I	4
ACC1020	Accounting II	4
BUS1000	Principles of Business	4
BUS1010	Business Law	4
BUS1050	Business Math	4
BUS2000	Business Communication	4
BUS2500	Global Business & Cultures	4
BUS3650	Business Statistics	4
FIN2000	Introduction to Finance	4
FIN2800	Personal Finance and Investments	4
FIN3500	Finance for Managers	4
HR2100	Human Resource Law	4
HR3400	Human Resource Management	4
MGT2000	Management	4
MGT2600	Project Management I	4
MGT2650	Project Management II	4
MGT3000	Business Ethics	4
MGT4000	Entrepreneurship	4

<b>MGT4650</b>	Strategic Management	4
<b>MKG1200</b>	Marketing	4
<b>MKG2020</b>	eBusiness & Social Media	4
<b>Elective</b>	Professional Elective/Concentration I	4
<b>Elective</b>	Professional Elective/Concentration II	4
<b>Elective</b>	Professional Elective/Concentration III	4
<b>Elective</b>	Professional Elective/Concentration IV	4
<b>Elective</b>	Professional Elective/Concentration V	4
<b>INT2990 OR BUS2990</b>	Internship OR Lower Division Capstone	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>COM1050</b>	Composition I	4
<b>COM2060</b>	Composition II	4
<b>ECN2000</b>	Macroeconomics	4
<b>ECN3100</b>	Microeconomics	4
<b>CD2600</b>	Career Development	2
<b>CPU1000</b>	Computers and Office Automation	4
<b>CPU2200</b>	Spreadsheets	4
<b>INF1100</b>	Information Literacy	2
<b>MAT1500</b>	Introductory Algebra	4
<b>MAT2000</b>	College Algebra	4
<b>POL2000</b>	American Government	4
<b>PSY1050</b>	Strategies for Success	4
<b>PSY2000</b>	Critical Thinking and Problem Solving	4

<b>SOC2300</b>	Organizational Behavior	4
<b>SOC1050 or PSY1060</b>	Sociology or Psychology	4
<b>SPC1010</b>	Presentation Skills	4
<b>Gen Ed Elective</b>	Humanities Elective	4
<b>Gen Ed Elective</b>	Science Electives	8

Number of Credit/Clock Hrs. in Specialty: 108 / 180 Percentage: 60%  
Number of Credit/Clock Hrs. in General Courses: 72 / 180 Percentage: 40%  
Total

If applicable:  
Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
ANDERSON

Location: The library (called the Learning Resource Center) is located on the campus at: 140 East 53rd Street, Anderson, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday, Wednesday, and Thursday 8:30 AM - 6:30 PM, Tuesday 8:00 AM – 1:30 PM and 3:30 – 6:30 PM, Friday 8:30 AM – 1:30 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 3 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Anderson Public library is located approximately 3 miles from campus. This library provides access to any resident of Anderson City, Anderson, Stony Creek, or Union Townships. Materials are able to be utilized on-site by any.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
Fort Wayne

Location: The library (called the Learning Resource Center) is located on the campus at: 6413 North Clinton Street, Fort Wayne, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Thursday 8:15 AM – 5:30 PM, Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 700 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Indiana University – Purdue University Fort Wayne library is located approximately 3.5 miles from campus. This library provides access as a state funded institution to materials on site.

The Allen County Public library is located approximately 4.7 miles from campus. This library provides cards to any resident of Allen County. Materials are able to be utilized on-site by any.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Indy Downtown

Location: The library (called the Learning Resource Center) is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Wednesday 8:30 AM – 8:30 PM, 8:30 AM – 6:30 PM Thursday and Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one graduate student intern at 10-20 hours per week to cover extended evening hours.

Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 3600 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Indianapolis Marion County Public Library Central Library is approximately 1.3 miles from the campus. There are 22 branches of the Indianapolis Marion County Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Terre Haute

Location: The library (called the Learning Resource Center) is located on the campus at: 1378 South State Road 46, Terre Haute, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday - Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 5:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 1200 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Vigo County Public Library is approximately 5 miles from the campus. There are 2 branches of the Vigo County Public Library as well as an online catalog and databases available to card holders.

The Indiana State Cunningham Library is located 6.4 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Columbus, IN

Location: The library (called the Learning Resource Center) is located on the campus at: 2222 Poshard Drive, Columbus, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday, Wednesday, and Thursday 8:00 AM - 6:00 PM, Tuesday 8:00 AM – 5:30 PM, Friday 8:00 AM – 2:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents just over 400 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 12 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Bartholomew Public library is located approximately 4.3 miles from the Columbus campus and provides access to all county residents as well as access to a number of other county residents via a reciprocal agreement.

Indiana University – Purdue University, Columbus is located less than ¼ mile from campus and provides access as a state supported institution.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Lafayette

Location -- On campus and online.

Hours of student access -- 8am - 9pm (Monday - Thursday) & 8am - 4pm (Friday)

Harrison College employs a professionally trained librarian with a Master's degree in Library Sciences. This individual is employed at our Administration office located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Harrison College locations, this individual is charged with the responsibility of:

a) overseeing and assessing all existing physical and virtual library resources for all Harrison College campus locations;

- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Harrison College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Harrison College locations; and
- e) training for library personnel within the Indiana Harrison College system.

Plans are in place to hire an individual with an M.L.S. degree to oversee the library resources at the Lafayette campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Lafayette campus with library usage;
- b) providing assistance to faculty of the Lafayette campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Dean to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

## **2. Number of volumes of professional material:**

246

The Harrison College Learning Resource Centers hold 19,778 items, including 9911 e-books. Through a branch borrowing system, students have access to all these materials, plus other items available through interlibrary loan. We also have access to about 5,000 unique professional journal titles through our selection of databases provided to us through EbscoHost and ProQuest. Other available databases include ReferenceUSA, First Research, Learning Express Library, Credo Reference, and Lexis/Nexis Academic. In the last year, the Harrison College Learning Resource Center has seen a 47% increase in the use of databases and a 203% increase in the circulation of materials, verifying the continued investments in and the use of information resources for our students. (Figures are based on April 2010 statistics.)

Three hundred dollars per month has been allocated for the expansion of onsite library

holdings to accommodate the transition to the bachelor's degree level. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

**3. Number of professional periodicals subscribed to:**

18

**4. Other library facilities in close geographical proximity for student access:**

Tippecanoe County Public Library - Downtown/Main branch

Tippecanoe County Public Library - Ivy Tech Campus

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

## Evansville

Location: The library (called the Learning Resource Center) is located on the campus at: 4601 Theater Drive, Evansville, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday 8:00 AM – 5:30 PM, Tuesday - Thursday 10:00 - 7:30 PM, Friday 8:00 AM – 3:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

### **2. Number of volumes of professional material:**

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

### **3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 11 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

### **4. Other library facilities in close geographical proximity for student access:**

The Evansville-Vanderburgh Public library is located approximately 2.5 miles from campus and features 8 branches. This library provides cards to any resident of Vanderburgh County. Materials are able to be utilized on-site by any.

The Ohio Township Public library is located approximately 6.2 miles from campus and features 3 branches. This library provides cards to any resident of Ohio Township, Newburgh, and Chandler, IN. Materials are able to be utilized on-site by any.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
**ELKHART**

Location: The library (called the Learning Resource Center) is located on the campus at: 56075 Parkway Avenue, Elkhart, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday and Tuesday 10:30 AM - 7:30 PM, Wednesday 8:00 5:30 PM, Thursday 8:30 AM – 5:30 PM, Friday 8:00 AM – 4:30 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 500 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

**3. Number of professional periodicals subscribed to:**

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 8 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

**4. Other library facilities in close geographical proximity for student access:**

The Elkhart Public library is located approximately 5 miles from campus and features 4 branches. This library provides access to any resident of Elkhart, or Cleveland, Concord, or Oslo Townships. Materials are able to be utilized on-site by any.

The Bristol Public library is located approximately 5 miles from campus. The library provides access to any resident of Washington Township. Materials are able to be utilized on-site by any.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY Anderson:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:		Full-time:		Part-time:	
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Gibson, Chad	MBA	14	8	0		X
Nichols, Rodney	MBA	20	7	0		X
Williams, Julia	MA	10	4	0	X	

**IV. FACULTY - Columbus, IN:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	4	Full-time:	2	Part-time:	2
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Dariage, Vincent	MBA	7	12	0	X	
Goodwin, Beth	MA	3	4	12	X	
Sanders, Deborah	MA	5	13	3		X
Stevenson-Holmes, Amanda	MBA	13	1	0		X

**IV. FACULTY - Evansville:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	7	Full-time:	1	Part-time:	6
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Elkin, Leslie	MBA	20	8.5	0	X	
Harper-Sperry, Angela	MBA	26	12	0		X
Murray, Amanda	MA	3	1	12		X
Riley, Pat	MBA	22	16	0		X
Shanks, Stacey	MSM	23	New	0		X
Skodinski, Andy	MBA	9	1	0		X
Walton, Amanda	MSM	21	8	2		X

**IV. FACULTY - Fort Wayne:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:		Full-time:		Part-time:	
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Agee, Rebecca	MA	5	1	4		X
Dunbar, Jean	MA	18	1	16		X
Lemert, Laura	MS	13	1	10		X

**IV. FACULTY- Indianapolis Downtown/Online:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	8	Full-time:	4	Part-time:	4
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Abraham, Ken	BS	15	1	3		X
Best, Norm	MA	35	7	10	X	
Bradberry, Nicole	MBA	12	5	0	X	
Gannaway, Cheryl	MA	6	2	0		X
Heavin, Diane	MS	32	27	5	X	
Jean-Louis, Anthony	E.D.S	12	3	2		X
Salamo, Susan	MA	35	6	10		X
Walker, Stephen	MS	11	2	9	X	

**IV. FACULTY - Lafayette:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:		Full-time:		Part-time:	
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
McConnell, Ann	MS	19	3	3		X
Roberts, Cynthia	MBA	12	6	2	X	
Williams, George	MS	16	3	16		X

**IV. FACULTY - Terre Haute:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include** all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:		Full-time:		Part-time:	
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Camp, James	MBA	26	15	4	X	
Myers, Margaret	MBA	13	7	2		X
Phelps, Michael	PHD	9	3	5		X
McGuire, Karen	MBA	8	20	1	X	
Schmidt, Jessica	MA	2	8	3	X	
Watson, Theresa	MS	5	12	5	X	

**IV. FACULTY - Elkhart:** Attach completed Instructor's Qualification Record for each instructor.  
**\*\* Include** all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:		Full-time:		Part-time:	
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Hochstetler, Rex	MS	16	4	4		X
Sissem, Priscilla	PHD	13	4	13		X
Stewart, Kevin	MBA	31	1	0		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Harrison College  
Degree Program: Business Management BS  
Locations: Indianapolis Downtown/Online, Anderson, Columbus, Elkhart, Evansville, Ft. Wayne, Lafayette, Terre Haute

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

*Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.*

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

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++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

*Graduates of this program do not need national professional certification in order to obtain employment in the field.*

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

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++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

*No, there is no specialized accreditation for this program.*

If so, please identify the specialized accrediting agency



INDIANA BOARD FOR  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Harrison College— Indianapolis Downtown/Online, and Indianapolis East

Name of Program Health Information Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Ashly Stage

Telephone Number 317-447-6221 Application Type

Date the Form was Prepared 12/13/13 New

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Health Information Administration Program is designed to provide the student with the academic, professional, and technology skills necessary to manage health information. The program focuses on utilizing research methods and evaluation of data and healthcare statistics for reporting and strategic planning in areas of risk management, workflow efficiency, security, and quality management. The student will also be prepared to develop health care information management policies and procedures in compliance with standards and regulations, manage finances and the revenue cycle, manage communications, and administer human resources processes. These health information management skills can be applied in a variety of healthcare settings, such as hospitals, insurance companies, public health agencies, clinical practice facilities, registries, and extended care facilities.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Information Administration

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: 44 Months TUITION: \$72,000

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EXT2920	Health Information Technology Practicum	4
INS1220	Basic Insurance	4
INS2000	Coding Systems	4
INS2200	Coding Systems II	4
INS2400	Reimbursement Management	4
HIM1220	Intro to Health Information Management	4
HIM2200	Health Information Systems & Workflow	4
HIM2400	Health Data Management & Statistics	4
HIM2500	Healthcare Quality & Performance Improvement	4
MED1010	Medical Terminology	4
MED1020	Med Law & Ethics	4
MED2210	Medical Office Software	4
PHM1140	Pharmacology	4
PHY1020	Anatomy & Physiology I	4
PHY1030	Anatomy & Physiology II	4
PHY1260	Pathophysiology	4
HIM3000	Health Information Communication Technology	4

<b>HIM3200</b>	Financial Management in Healthcare	4
<b>HIM3400</b>	Health Data Management & Evaluation	4
<b>HIM3500</b>	Healthcare Quality Management	4
<b>HIM4000</b>	Healthcare Statistics and Research Methods	4
<b>HIM4600</b>	Strategic Planning & Development in Healthcare	4
<b>HIM4900</b>	Health Information Management Capstone	4
<b>HR2100</b>	Human Resource Law	4
<b>MGT2000</b>	Management	4
<b>HR3400</b>	Human Resources Management	4
<b>MGT2600</b>	Project Management I	4
<b>MGT3100</b>	Technology for Managers	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>COM1050</b>	Composition 1	4
<b>MAT1500</b>	Introductory Algebra	4
<b>PSY1060</b>	Psychology	4
<b>SOC2050</b> or <b>HUM1500</b>	Societal Problems or Introduction to Humanities (NC and OH)	4
<b>COM2060</b>	Composition II	4
<b>MAT2000</b>	College Algebra	4
<b>SPC1010</b>	Presentation Skills	4
<b>CD2600</b>	Career Development	2
<b>CPU1000</b>	Computers and Office Automation	4
<b>INF1100</b>	Information Literacy	2
<b>PSY1050</b>	Strategies for Success	4
<b>PSY2000</b>	Critical Thinking and Problem Solving	4
<b>POL2000</b>	American Government	4

<b>SOC2050 and HUM1500</b>	Societal Problems and Introduction to Humanities	4
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**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>Elective</b>	Science Elective	8
<b>Elective</b>	Behavioral & Social Science Elective	8

Number of Credit/Clock Hrs. in General Courses: 68 / 180 Percentage: 38%

Number of Credit/Clock Hrs. in Specialty: 112 / 180 Percentage: 62%

Total

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Location: Southeast corner of the second floor in the Indianapolis Downtown campus. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print books located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 8:00 AM - 9:00 PM, Friday 8:00 AM - 4:00 PM, Saturday 9:00 AM - 1:00 PM. In addition, live online chat reference is available during all of these normal business hours, plus Sunday evenings, 5:00 PM – 9:00 PM.

Staff: Two full-time librarians, one full-time Administrative Assistant and one college work study student at 20 hours per week. Students are also served by over 20 full time professional librarians around the state and region who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

There are currently 2,140 items in the local LRC collection. Students also have access to items collected at 13 other Harrison College campus LRCs, as well as 20,000 eBook titles, and additional resources through interlibrary loan from other institutions.

**3. Number of professional periodicals subscribed to:**

There are 28 periodical subscriptions available in the library along with thousands of periodicals available online through the following database providers: EBSCO, ProQuest, LexisNexis, and Gale.

**4. Other library facilities in close geographical proximity for student access:**

The Indianapolis Marion County Public Library Central Library is approximately 1.3 miles from the campus. There are 22 branches of the Indianapolis Marion County Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**IV. FACULTY: INDIANAPOLIS EAST Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>2</b>	<b>Full-time:</b>	<b>2</b>	<b>Part-time:</b>	<b>0</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
<b>Fish, Jennifer</b>	BS	9	2	5 mo.	X	
<b>Oliver, Abigail</b>	BS	26	4	0	X	

**IV. FACULTY: INDIANAPOLIS Downtown/Online Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>		<b>Full-time:</b>		<b>Part-time:</b>	0
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

The Indianapolis Downtown/Online Campus has not yet hired any faculty members for this program. This is a new program to Harrison College, and the hiring process, at the Downtown Campus, will begin once approval is obtained and need is determined. All on ground instruction will take place at the Indianapolis East campus while distance education learning will be achieved through the Indianapolis Downtown/online approval.

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Harrison College  
Degree Program: Health Information Administration BS  
Locations: Indianapolis Downtown/Online, Indianapolis East,

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

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**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Graduates of this program do not need national professional certification in order to obtain employment in the field.

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

Even though professional certification is not required for employment in the field, there are professional credentialing exams available for graduates of a Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredited Health Information program.

New programs can apply for accreditation candidacy status once students have been enrolled. Programs may remain in candidacy status for two years during which time a self-study and site visit must occur to determine compliance with the standards and curriculum requirements. Once full accreditation is awarded, associate degree and bachelor degree graduates may sit for the

appropriate American Health Information Management Association (AHIMA) certification exam. The **Registered Health Information Technician** (RHIT) certification exam is the associate degree level credentialing exam, and the **Registered Health Information Administrator** (RHIA) certification exam is the bachelor degree level credentialing exam.

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**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

The state of Indiana does not required specialized licensure or certification to work in the Health Information Management field, therefore specialized accreditation for Health Information Technology and Health Information Administration programs is not required.

If so, please identify the specialized accrediting agency

New programs can apply for accreditation candidacy status once students have been enrolled. Programs may remain in candidacy status for two years during which time a self-study and site visit must occur to determine compliance with the standards and curriculum requirements. Once full accreditation is awarded, associate degree and bachelor degree graduates may sit for the appropriate **American Health Information Management Association** (AHIMA) certification exam. The Registered Health Information Technician (RHIT) certification exam is the associate degree level credentialing exam, and the Registered Health Information Administrator (RHIA) certification exam is the bachelor degree level credentialing exam.

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## **BOARD FOR PROPRIETARY EDUCATION**

Tuesday, March 11, 2014

### **DECISION ITEM A-2:**

#### **National American University: Six Associate of Science Degree Programs and Six Baccalaureate Degree Programs at Indianapolis**

### **Staff Recommendation**

That the Board for Proprietary Education approve the A.A.S. degree program in Business Logistics, A.A.S. degree program in Computer Security, A.A.S. degree program in Health and Beauty Management, A.A.S. degree program in Information Technology, A.A.S. degree program in Management, A.A.S. degree program in Medical Staff Services Management, B.S. degree program in Business Administration with an Emphasis in Entrepreneurship, B.S. degree program in Business Administration with an Emphasis in Supply Chain Management, B.S. degree program in Information Technology with an Emphasis in Database Administration, B.S. degree program in Information Technology with an Emphasis in Internet Systems Development, B.S. degree program in Information Technology with an Emphasis in Network Administration/Microsoft, and B. S. degree program in Information Technology with an Emphasis in Network Management/Microsoft, in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

### **Background**

#### **Institution Profile**

National American University is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association. The institution has one campus in Indiana at Indianapolis. HLC accredits National American University in 11 states, including Indiana. National American University at Indianapolis was placed on Fully Authorized status in March of last year with the Board for Proprietary Education. The National Center for Education Statistics (NCES) does not presently list enrollment data for National American University at Indianapolis.

## **Degree Program Profiles**

*Associate of Applied Science (A.A.S.) in  
Business Logistics at  
Indianapolis*

This program consists of 97.5 quarter credit hours, with 77% of the courses in the specialty. The program faculty consists of 15 individuals, of whom all are part-time. Of the 15 individuals, 10 have a Master's degree, three have an Ed.D., and the remaining two have a Ph.D.

*Associate of Applied Science (A.A.S.) in  
Computer Security at  
Indianapolis*

This program consists of 97.5 quarter credit hours, with 77% of the courses in the specialty. The program faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, 10 have a Master's degree, two have a Ph.D., and one has a J.D.

*Associate of Applied Science (A.A.S.) in  
Health and Beauty Management at  
Indianapolis*

This program consists of 96 quarter credit hours, with 81% of the courses in the specialty. The program faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, 10 have a Master's degree, two have a Ph.D., and one has a J.D.

*Associate of Applied Science (A.A.S.) in  
Information Technology at  
Indianapolis*

This program consists of 97.5 quarter credit hours, with 77% of the courses in the specialty. The program faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, 10 have a Master's degree, two have a Ph.D., and one has a J.D.

*Associate of Applied Science (A.A.S.) in  
Management at  
Indianapolis*

This program consists of 97.5 quarter credit hours, with 77% of the courses in the specialty. The program faculty consists of 15 individuals, all of whom are part-time. Of the 15 individuals, 10 have a Master's degree, two have an Ed.D., two have a Ph.D., and one has a J.D.

*Associate of Applied Science (A.A.S.) in  
Medical Staff Services Management at  
Indianapolis*

This program consists of 96.5 quarter credit hours, with 77% of the courses in the specialty. The program faculty consists of 13 individuals, all of whom are part-time. Of the 13 individuals, 10 have a Master's degree, two have a Ph.D., and one has a J.D.

*Bachelor of Science (B.S.) in  
Business Administration Emphasis in Entrepreneurship at  
Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The program faculty consists of 15 individuals, all of whom are part-time. Of the 15 individuals, 10 have a Master's degree, two have an Ed.D., two have a Ph.D., and one has a J.D.

*Bachelor of Science (B.S.) in  
Business Administration Emphasis in Supply Chain  
Management at  
Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The program faculty consists of 15 individuals, of whom all are part-time. Of the 15 individuals, 11 have a Master's degree, two have a Ph.D., two have an Ed.D., and one has a J.D.

*Bachelor of Science (B.S.) in  
Information Technology Emphasis in Database  
Administration at  
Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The program faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, 10 have a Master's degree, two have a Ph.D., and one has J.D.

*Bachelor of Science (B.S.) in  
Information Technology Emphasis in Internet Systems  
Development at  
Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The program faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, 10 have a Master's degree, two have a Ph.D., and one has a J.D.

*Bachelor of Science (B.S.) in  
Information Technology Emphasis in Network Administration/  
Microsoft at  
Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The program faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, 10 have a Master's degree, two have a Ph.D., and one has a J.D.

*Bachelor of Science (B.S.) in  
Information Technology Emphasis in Network Management/  
Microsoft at  
Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The program faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, 10 have a Master's degree, two have a Ph.D., and one has a J.D.

**Supporting Documents**

Degree Applications

**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution National American University

Name of Program Associate of Applied Science – Business Logistics

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Jason Warr – Associate Provost for Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared January 17, 2014  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

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

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

**Program Goals**

- Prepare learners to achieve established university core abilities and program learning outcomes in a caring and supportive learning environment that utilizes performance-based curriculum and promotes academic excellence.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, and membership in professional and community organizations.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that enhance learning, and pursue opportunities for professional development.
- Monitor the needs of the program's community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

## **Student Learning Outcomes**

Graduates of the program will:

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

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Applied Science – Business Logistics

TOTAL COURSE HOURS: 97.5 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 8 Quarters (full-time) TUITION: \$32,333.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
EC2050	Macroeconomics	4.5
ED2100	Microeconomics	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
OM1000D	Introduction to Business Logistics	4.5
OM2100D	Logistics & transportation Management	4.5
OM2200D	Purchasing & Supply Chain Management	4.5
OM2300D	Demand Forecasting & Inventory Management	4.5
OM3000	Operations Management	4.5
OM3100D	Business Logistics Internship	
<b>OR</b>	<b>OR</b>	
OM3150D	Business Logistics Projects	4.5
EN2100	Speech	
Or	Or	4.5
EN2150	Interpersonal Professional Communications	
CS1150/ CI1150	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0
	Open Elective	4.5

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
	Science Elective	4.5
	Algebra Elective	4.5
HU2000	Critical Thinking & Problem Solving	4.5

Number of Credit/Clock Hrs. in Specialty: 75 / 97.5 Percentage: 77%  
 Number of Credit/Clock Hrs. in General Courses: 22.5 / 97.5 Percentage: 23%  
 If applicable:  
 Number of Credit/Clock Hrs. in Liberal Arts: 22.5 / 97.5 Percentage: 23%

### III. **LIBRARY**: Please provide information pertaining to the library located in your institution.

#### 1. **Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

##### **Business:**

###### **ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master's theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

###### **Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

###### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

###### **Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

###### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

###### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

###### **ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

###### **ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of

volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts  
Business  
Children  
Education  
General interest

Health  
Humanities  
International  
Law  
Military  
Multicultural

Psychology  
Sciences  
Social science  
Women's interest

### **General (Psychology, Sociology, Humanities, Music, etc.):**

#### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

#### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

#### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

#### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

#### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

### **Legal/Criminal Justice:**

#### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

### **Nursing & Allied Health:**

#### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

#### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

#### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

## **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

### **Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

### **MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

### **Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

### **Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

### **Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

### **Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

### **Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

## **Electronic Books:**

### **Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

### **Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

#### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

## **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **Library Services:**

#### **A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

#### **Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

#### **FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

## **2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

## **3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12, 500 periodicals.

**4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Hussey-Mayfield Memorial  
Library  
250 North 5th Street  
Zionsville, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Westfield Washington Public  
Library  
333 West Hoover Street  
Westfield, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

**5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 15 Full-time: \_\_\_\_\_ Part-time: 15**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Aron, LaShun	Doctorate of Education	8 Years		8 yrs.		X
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonio	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Associate of Applied Science – Business Logistics**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Associate of Applied Science – Computer Security

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Jason Warr – System Vice President of Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared January 17, 2014  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The need for information security professionals has never been greater. The associate degree in computer security will familiarize students with techniques related to information security basics, network, operating system and software security, and methods for penetration testing. Graduates will possess the necessary tools to become IT professionals with the knowledge and expertise to identify emerging security risks and implement security policies and procedures to support organizational goals.

**Student Learning Outcomes**

Graduates of the program will:

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

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Applied Science – Computer Security

TOTAL COURSE HOURS: 97.5 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 8 Quarters (full time) TUITION: \$32,690.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
CI1420	Principles of Programming	4.5
CI1150	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2430	Computer Concepts	4.5
CI2440	Intro to Computer Security	4.5
CI3010	Linux	4.5
CI3091	Database Design & Management	4.5
CI3155	Computer Ethics	4.5
CI3710	Internet Security	4.5
CI3715	Cybercrime and Information Systems	4.5
CI3725	Network Security	4.5
EC2050 or EC2100	Macroeconomics or Microeconomics	4.5
MT2050	Principles of Management	4.5
CS2080	Career Management	3.0

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
	Science Elective	4.5
	Algebra Elective	4.5
	Humanities / Behavioral / Social Sciences Elective	4.5

Number of Credit/Clock Hrs. in Specialty:	<u>75</u>	/	<u>97.5</u>	Percentage:	<u>77%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>22.5</u>	/	<u>97.5</u>	Percentage:	<u>23%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>22.5</u>	/	<u>97.5</u>	Percentage:	<u>23%</u>
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**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

**Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

**LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

**Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

**National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

**Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

### **ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

### **ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

### **General (Psychology, Sociology, Humanities, Music, etc.):**

#### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

#### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

#### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

#### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

#### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

### **LexisNexis Academic (Amigos/Solinet)**

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

### **Legal/Criminal Justice:**

#### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

### **Nursing & Allied Health:**

#### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

#### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

#### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

#### **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

#### **Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

#### **MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

#### **Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

#### **Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

### **Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

### **Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

### **Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

### **Electronic Books:**

#### **Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

#### **Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

#### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

#### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

#### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

#### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

#### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive “My Research” where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU’s electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

#### **WorldCat/First Search (SD State Library)**

WorldCat is the world’s most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The ‘Careers’ segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

#### **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### Tutorials:

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### Practice Tests & Mini e-Courses:

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

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Indianapolis, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Hussey-Mayfield Memorial Library  
250 North 5th Street  
Zionsville, IN

Westfield Washington Public Library  
333 West Hoover Street  
Westfield, IN

**5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 13 Full-time: \_\_\_\_\_ Part-time: 13**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree-Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stewart, Justin	Master of Business Administration	4 Years		1 yr.		X
Stucker, Chris	Master of Information Science	3 Years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Associate of Applied Science – Computer Security**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

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**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution National American University

Name of Program Associate of Applied Science – Health and Beauty Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Jason Warr – Associate Provost for Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared January 17, 2014  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Health and Beauty Management program prepares the licensed cosmetologist to own or operate a beauty parlor, salon or spa or to manage his or her own booth. This degree is designed for individuals who have earned a cosmetology certificate or diploma and have successfully passed their state board of cosmetology exam. A maximum of 50 quarter credit hours from a cosmetology certificate or diploma program is required to transfer into the health and beauty vocational core.

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

**Program Goals**

The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to develop plans for the pursuit of graduate studies and/or continuing professional development activities and membership in professional and community organizations.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program's community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

**Student Learning Outcomes**

Graduates of the program will:

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

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Applied Science – Health and Beauty Management

TOTAL COURSE HOURS: 96

Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 8 Quarters (full-time)

TUITION: \$32,343.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN2100 OR EN2150	Speech OR Interpersonal Professional Communications	4.5
CS1150/ CI1150	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0
HB2100D	Mastering Cosmetology Business Health and Beauty Vocational Core <i>Students must present a copy of their state cosmetology license during the enrollment process to be enrolled into the Health and Beauty program.</i>	6.0 55.5

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
	Science Elective	4.5
	Algebra Elective	4.5
	Humanities/Behavioral/Social Science Elective	4.5

Number of Credit/Clock Hrs. in Specialty: 78 / 96 Percentage: 81%  
 Number of Credit/Clock Hrs. in General Courses: 18 / 96 Percentage: 19%  
 If applicable:  
 Number of Credit/Clock Hrs. in Liberal Arts: 18 / 96 Percentage: 19%

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master's theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

**Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

**LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

**Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

**National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

**Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

**ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

**ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of

volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts  
Business  
Children  
Education  
General interest

Health  
Humanities  
International  
Law  
Military  
Multicultural

Psychology  
Sciences  
Social science  
Women's interest

### **General (Psychology, Sociology, Humanities, Music, etc.):**

#### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

#### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

#### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

#### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

#### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

### **Legal/Criminal Justice:**

#### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

### **Nursing & Allied Health:**

#### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

#### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

#### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

## **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

### **Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

### **MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

### **Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

### **Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

### **Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

### **Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

### **Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

## **Electronic Books:**

### **Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

### **Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

#### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

## **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **Library Services:**

#### **A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

#### **Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

#### **FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

## **2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

## **3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12, 500 periodicals.

**4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Hussey-Mayfield Memorial  
Library  
250 North 5th Street  
Zionsville, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Westfield Washington Public  
Library  
333 West Hoover Street  
Westfield, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

**5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

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**Total # of Faculty in the Program: 10 Full-time: \_\_\_\_\_ Part-time: 10**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonio	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stewart, Justin	Master of Business Administration	4 years		1 yr.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Associate of Applied Science – Health & Beauty Management**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Yes, the graduate needs to be licensed by the State to practice in this profession.**

If so, please identify

The specific license(s) needed: **Cosmetology license**

The State agency issuing the license(s): **State Board of Cosmetology and Barber Examiners**

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Associate of Applied Science – Information Technology

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Jason Warr – Associate Provost for Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared January 17, 2014  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

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

**Student Learning Outcomes**

Graduates of the program will:

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

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Applied Science – Information Technology

TOTAL COURSE HOURS: 97.5 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 8 Quarters (full-time) TUITION: \$32,333.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2430	Computer Concepts	4.5
CI3010	Linux	4.5
CI3091	Database Design and Management	4.5
CI3310	Website and Web Application Design	4.5
CI2000+	CI Electives	9.0
AC2760	Financial Accounting for Managers	4.5
EC2050	Macroeconomics	4.5
MT2050	Principles of Management	4.5
EN2100	Speech	4.5
Or	Or	
EN2150	Interpersonal Professional Communications	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0
CS1150/ CI1150	Intro to Computer Information Systems	4.5
	Open Elective	4.5

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
	Science Elective	4.5
	Algebra Elective	4.5
	Humanities / Behavioral / Social Sciences Elective	4.5

Number of Credit/Clock Hrs. in Specialty: 75 / 97.5 Percentage: 77%

Number of Credit/Clock Hrs. in General Courses: 22.5 / 97.5 Percentage: 23%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 22.5 / 97.5 Percentage: 23%

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master's theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

**Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

**LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

**Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

**National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

**Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

**ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

**ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of

volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts  
Business  
Children  
Education  
General interest

Health  
Humanities  
International  
Law  
Military  
Multicultural

Psychology  
Sciences  
Social science  
Women's interest

### **General (Psychology, Sociology, Humanities, Music, etc.):**

#### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

#### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

#### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

#### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

#### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

### **Legal/Criminal Justice:**

#### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

### **Nursing & Allied Health:**

#### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

#### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

#### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

## **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

### **Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

### **MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

### **Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

### **Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

### **Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

### **Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

### **Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

## **Electronic Books:**

### **Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

### **Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

#### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

## **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **Library Services:**

#### **A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

#### **Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

#### **FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

## **2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

## **3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12, 500 periodicals.

**4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Hussey-Mayfield Memorial  
Library  
250 North 5th Street  
Zionsville, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Westfield Washington Public  
Library  
333 West Hoover Street  
Westfield, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

**5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 13 Full-time: \_\_\_\_\_ Part-time: 13**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonio	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stewart, Justin	Master of Business Administration	4 years		1 yr.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Associate of Applied Science – Information Technology**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

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**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Associate of Applied Science – Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Jason Warr – Associate Provost for Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared January 17, 2014  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

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

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

**Student Learning Outcomes**

Graduates of the program will:

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

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Applied Science – Management

TOTAL COURSE HOURS: 97.5 Check one: Quarter Hours  Semester Hours  Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 8 Quarters (full-time) TUITION: \$32,333.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>AC2760</u>	<u>Accounting for Managers</u>	<u>4.5</u>
<u>EC2050</u>	<u>Macroeconomics</u>	<u>4.5</u>
<u>ED2100</u>	<u>Microeconomics</u>	<u>4.5</u>
<u>MG1050</u>	<u>Principles of Marketing</u>	<u>4.5</u>
<u>MT2050</u>	<u>Principles of Management</u>	<u>4.5</u>
<u>MT3655</u>	<u>Business Management Capstone</u>	<u>4.5</u>
	<b><u>SPECIALTY/TECHNICAL/VOCATIONAL CORE - If the maximum 27 credits are not met in the Specialty Core, the difference must be made up by choosing business/accounting/CI electives. Business electives include EC, FN, LA, MG, MT, OL, and OM courses</u></b>	<u>27</u>
<u>EN2100</u> Or <u>EN2150</u>	<u>Speech</u> Or <u>Interpersonal Professional Communications</u>	<u>4.5</u>
<u>CS1150/</u> <u>CI1150</u>	<u>Intro to Computer Information Systems</u>	<u>4.5</u>
<u>CS1600</u>	<u>Pathways to Academic and Professional Success</u>	<u>4.5</u>
<u>CS2080</u>	<u>Career Management</u>	<u>3.0</u>
	<u>Open Elective</u>	<u>4.5</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>EN1150</u>	<u>Composition I</u>	<u>4.5</u>
<u>EN1300</u>	<u>Composition II</u>	<u>4.5</u>
	<u>Science Elective</u>	<u>4.5</u>
	<u>Algebra Elective</u>	<u>4.5</u>
	<u>Humanities/Behavioral/Social Science</u>	<u>4.5</u>

Number of Credit/Clock Hrs. in Specialty: 75 / 97.5 Percentage: 77%  
 Number of Credit/Clock Hrs. in General Courses: 22.5 / 97.5 Percentage: 23%  
 If applicable:  
 Number of Credit/Clock Hrs. in Liberal Arts: 22.5 / 97.5 Percentage: 23%

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master's theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

**Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

**LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

**Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

**National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

**Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

**ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

**ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of

volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts  
Business  
Children  
Education  
General interest

Health  
Humanities  
International  
Law  
Military  
Multicultural

Psychology  
Sciences  
Social science  
Women's interest

### **General (Psychology, Sociology, Humanities, Music, etc.):**

#### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

#### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

#### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

#### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

#### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

### **Legal/Criminal Justice:**

#### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

### **Nursing & Allied Health:**

#### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

#### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

#### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

## **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

### **Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

### **MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

### **Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

### **Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

### **Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

### **Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

### **Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

## **Electronic Books:**

### **Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

### **Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

#### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

## **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **Library Services:**

#### **A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

#### **Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

#### **FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

## **2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

## **3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12, 500 periodicals.

**4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Hussey-Mayfield Memorial  
Library  
250 North 5th Street  
Zionsville, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Westfield Washington Public  
Library  
333 West Hoover Street  
Westfield, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

**5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 15 Full-time: \_\_\_\_\_ Part-time: 15**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Aron, LaShun	Doctorate of Education	8 Years		8 yrs.		X
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonio	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Associate of Applied Science – Management**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Yes, the program has specialized accreditation.**

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education**  
<http://iacbe.org/>

INDIANA BOARD FOR  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Associate of Applied Science – Medical Staff Services Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Jason Warr – Associate Provost for Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared January 17, 2014  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

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

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

**Program Goals**

The program will:

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

**Student Learning Outcomes**

Graduates of the program will:

- Interpret and implement accreditation standards applicable to MSSM.
- Accurately enter reappointment and initial credentialing application data.
- Identify which credentialing elements need to be verified for an Initial, Reappointment, and Temporary Privileges process for the appropriate accreditation agency.
- Show proficiency in written and oral communication skills.
- Demonstrate satisfaction with the MSSM program.

## **Student Learning Outcomes**

Graduates of the program will:

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

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Applied Science – Medical Staff Services Management

TOTAL COURSE HOURS: 96.5

Check one: Quarter Hours

Semester Hours

Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 8 Quarters (full-time)

TUITION: \$32,877.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>HA3010D</u>	<u>Introduction to U.S. Healthcare Delivery</u>	<u>4.0</u>
<u>HA3110D</u>	<u>Quality Improvement and Risk Management</u>	<u>4.0</u>
<u>HA4050D</u>	<u>Healthcare Law</u>	<u>4.0</u>
<u>ME1150</u>	<u>Medical Terminology</u>	<u>4.0</u>
<u>ME1181D</u>	<u>Medical Staff Services Management I</u>	<u>4.0</u>
<u>ME2182D</u>	<u>Medical Staff Services Management II</u>	<u>4.0</u>
<u>ME2183D</u>	<u>Medical Staff Services Management III</u>	<u>4.0</u>
<u>ME2510</u>	<u>Essentials of Pathophysiology I</u>	<u>3.0</u>
<u>ME2520</u>	<u>Essentials of Pathophysiology II</u>	<u>3.0</u>
<u>ME3330D</u> OR	<u>Medical Staff Services Management Externship</u> OR	
<u>ME3332D</u>	<u>Medical Staff Services Management Project</u>	<u>4.0</u>
<u>MG1050</u>	<u>Principles of Marketing</u>	<u>4.5</u>
<u>MT2050</u>	<u>Principles of Management</u>	<u>4.5</u>
<u>SC1221</u>	<u>Essentials of Anatomy &amp; Physiology w/ Lab</u>	<u>6.0</u>
<u>EN2100</u> OR	<u>Speech</u> OR	<u>4.5</u>
<u>EN2150</u>	<u>Interpersonal Professional Communications</u>	
<u>CS1150/</u> <u>CI1150</u>	<u>Intro to Computer Information Systems</u>	<u>4.5</u>
<u>CS1600</u>	<u>Pathways to Academic and Professional Success</u>	<u>4.5</u>
<u>CS2080</u>	<u>Career Management</u>	<u>3.0</u>
	<u>Open Elective</u>	<u>4.5</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>EN1150</u>	<u>Composition I</u>	<u>4.5</u>
<u>EN1300</u>	<u>Composition II</u>	<u>4.5</u>
	<u>Algebra Elective</u>	<u>4.5</u>
	<u>Humanities Elective</u>	<u>4.5</u>
	<u>Behavioral / Social Science Elective</u>	<u>4.5</u>

Number of Credit/Clock Hrs. in Specialty: 74 / 96.5 Percentage: 77%  
 Number of Credit/Clock Hrs. in General Courses: 22.5 / 96.5 Percentage: 23%  
 If applicable:  
 Number of Credit/Clock Hrs. in Liberal Arts: 22.5 / 96.5 Percentage: 23%

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master's theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

**Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

**LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

**Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

**National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

**Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

**ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

**ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts  
Business  
Children  
Education  
General interest

Health  
Humanities  
International  
Law  
Military  
Multicultural

Psychology  
Sciences  
Social science  
Women's interest

## General (Psychology, Sociology, Humanities, Music, etc.):

### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

**Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

**Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

**ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

**Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

**SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

**Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

**Legal/Criminal Justice:****Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

**LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

**Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

**Nursing & Allied Health:****CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

**Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

**Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

**Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

### **Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

### **MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

### **Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

### **Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

### **Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

### **Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

### **Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

### **Electronic Books:**

#### **Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

#### **Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

#### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

#### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

#### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

### **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **Library Services:**

#### **A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

#### **Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

#### **FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

## **2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

## **3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12, 500 periodicals.

**4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Hussey-Mayfield Memorial  
Library  
250 North 5th Street  
Zionsville, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Westfield Washington Public  
Library  
333 West Hoover Street  
Westfield, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

**5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**  
**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 10 Full-time: \_\_\_\_\_ Part-time: 10**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonio	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stewart, Justin	Master of Business Administration	4 years		1 yr.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Associate of Applied Science –Medical Staff Services Management**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **In part, the program prepares students for the Certified Professional Medical Services Management (CPMSM) certification. One of the CPMSM eligibility requirements is the candidate must be currently employed in the medical services profession for at least the past 12 consecutive months and have a total of five years of experience within the past eight years.**

If so, please identify  
The specific professional certification(s) needed: **Certified Professional Medical Services Management (CPMSM)**

The national organization issuing the certification(s): **National Association Medical Staff Services**

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration Emphasis in  
Entrepreneurship

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Jason Warr – Associate Provost of Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared December 16, 2013  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

Whether in the corporate or private business setting, entrepreneurship is an essential ingredient for success in the business field. Entrepreneurs serve as catalysts for economic growth by recognizing business opportunities and finding innovative ways to leverage those opportunities.

The Bachelor of Science Business Administration Emphasis in Entrepreneurship program prepares students to think like entrepreneurs and to utilize entrepreneurial tools and strategies, including opportunity scanning, product/service development plans, and pro forma financial statements to achieve success in the creation of new business ventures.

**Student Learning Outcomes**

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

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science – Business Administration Emphasis in Entrepreneurship

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$66,341.00

**SPECIALTY COURSES:**

Course Number	Course Title	Course Hours
<u>AC1060</u>	<u>Principles of Accounting I</u>	<u>4.5</u>
<u>AC1160</u>	<u>Principles of Accounting II</u>	<u>4.5</u>
<u>AC1260</u>	<u>Principles of Accounting III</u>	<u>4.5</u>
<u>EC2050</u>	<u>Macroeconomics</u>	<u>4.5</u>
<u>EC2100</u>	<u>Microeconomics</u>	<u>4.5</u>
<u>FN3000</u>	<u>Business Finance I</u>	<u>4.5</u>
<u>LA3100</u>	<u>Business Law</u>	<u>4.5</u>
<u>MG1050</u>	<u>Principles of Marketing</u>	<u>4.5</u>
<u>MT2050</u>	<u>Principles of Management</u>	<u>4.5</u>
<u>MT3000</u>	<u>International Business</u>	<u>4.5</u>
<u>MT3050</u>	<u>Human Resource Management</u>	<u>4.5</u>
<u>MT3250</u>	<u>Organizational Behavior</u>	<u>4.5</u>
<u>MT3500</u>	<u>Managing Information Systems</u>	<u>4.5</u>
<u>MT4200</u>	<u>Business Ethics</u>	<u>4.5</u>
<u>Mt4210</u>	<u>Quantitative Analysis</u>	<u>4.5</u>
<u>MT4441</u>	<u>Business Review Lab</u>	<u>1.5</u>
<u>MT4450</u>	<u>Strategic Management</u>	<u>4.5</u>
<u>OM3000</u>	<u>Operations Management</u>	<u>4.5</u>
	<u>Open Electives</u>	<u>9.0</u>
<b><u>Entrepreneurship Emphasis Core</u></b>		
<u>MT2100</u>	<u>Entrepreneurship &amp; Small Business</u>	<u>4.5</u>
<u>MT3600</u>	<u>Strategic Entrepreneurship</u>	<u>4.5</u>
<u>MT3650</u>	<u>Business Plan Development</u>	<u>4.5</u>
<u>MT4140</u>	<u>Innovation, Creativity, &amp; New Product Development</u>	<u>4.5</u>
<u>MT4240</u>	<u>International Entrepreneurship</u>	<u>4.5</u>
<u>3000+</u>	<u>Elective (Courses must be coded AC, CI, EC, FN, LA MG, MT, OL, OM or equivalent transfer.)</u>	<u>4.5</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
CS1150 / CI1150	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty:  $\frac{114}{180}$  Percentage:  $\frac{63\%}{}$   
 Number of Credit/Clock Hrs. in General Courses:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

### **Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

### **ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

### **ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

### **General (Psychology, Sociology, Humanities, Music, etc.):**

#### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences \(IES\)](#) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject

coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

#### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

#### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

#### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

#### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

#### **Legal/Criminal Justice:**

##### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

##### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

#### **Nursing & Allied Health:**

##### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

##### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

##### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

## **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

### **Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

### **MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

### **Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

### **Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

### **Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

### **Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

### **Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

### **Electronic Books:**

#### **Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

### **Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

#### **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

**Library Services:**

**A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

**Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

**FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

**2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

**3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

**4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Hussey-Mayfield Memorial Library  
250 North 5th Street  
Zionsville, IN

Westfield Washington Public Library  
333 West Hoover Street  
Westfield, IN

**5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 15 Full-time: \_\_\_\_\_ Part-time: 15**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Aron, LaShun	Doctorate of Education	8 Years		8 yrs.		X
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Bachelor of Science – Business Administration Emphasis Entrepreneurship**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Yes, the program has specialized accreditation.**

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education**  
<http://iacbe.org/>

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration Emphasis in Supply Chain  
Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Jason Warr – Associate Provost of Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared December 16, 2013  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

Supply Chain Management has emerged as a distinct field to meet the needs of the growing global supply chain, i.e., the series of business processes that move products from initial order to acquisition of raw materials, production, and distribution to the customer. With projections that global supply chain activities will continue to expand and integrate new technologies and practices, supply chain management has become an increasingly attractive career path for today's business students.

In the Bachelor of Science Business Administration Emphasis in Supply Chain Management program, students will learn to coordinate the various aspects of the supply chain in order to optimize efficiency while maintaining high quality and customer satisfaction. Students will also be challenged to consider how supply chain management integrates supply and demand management with product design, marketing, sales, finance, and information technology as well across partner companies.

**Student Learning Outcomes**

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

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science – Business Administration Emphasis in Supply Chain Management

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$64,205.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000	International Business	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
Mt4210	Quantitative Analysis	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5
	Open Electives	9.0
<b>Supply Chain Management Emphasis Core</b>		
OM2100D	Logistics & Transportation Management	4.5
OM2200D	Purchasing & Supply Chain Management	4.5
OM3200D	Marketing & Distribution Channels	4.5
OM3400D	Manufacturing Planning & Control	4.5
OM4100D	Quality Management in the Supply Chain	4.5
OM450D	Strategic Supply Chain Management	4.5

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
CS1150 / CI1150	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty:  $\frac{114}{180}$  Percentage:  $\frac{63\%}{}$   
 Number of Credit/Clock Hrs. in General Courses:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

### **Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

### **ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

### **ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

### **General (Psychology, Sociology, Humanities, Music, etc.):**

#### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences \(IES\)](#) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject

coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

#### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

#### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

#### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

#### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

#### **Legal/Criminal Justice:**

##### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

##### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

#### **Nursing & Allied Health:**

##### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

##### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

##### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

## **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

### **Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

### **MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

### **Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

### **Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

### **Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

### **Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

### **Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

### **Electronic Books:**

#### **Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

#### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

### **Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

#### **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

**Library Services:**

**A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

**Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

**FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

**2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

**3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

**4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Hussey-Mayfield Memorial Library  
250 North 5th Street  
Zionsville, IN

Westfield Washington Public Library  
333 West Hoover Street  
Westfield, IN

**5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 15 Full-time: \_\_\_\_\_ Part-time: 15**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Aron, LaShun	Doctorate of Education	8 Years		8 yrs.		X
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonio	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Bachelor of Science – Business Administration Emphasis Supply Chain Management**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Yes, the program has specialized accreditation.**

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education**  
<http://iacbe.org/>

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Bachelor of Science – Information Technology Emphasis in Database  
Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Jason Warr – Associate Provost of Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared December 16, 2013  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The need for efficient secure data management in nearly every industry has never been greater. This program provides the skills required to develop and maintain secure well designed database systems. From design to implementation and future capacity planning this program will prepare you to manage the tasks required of a Database Administrator.

**Program Goals**

The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program's community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

**Student Learning Outcomes**

Graduates of the program will:

- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.

- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
- Support the data management needs of business through the design, implementation and maintenance of relational databases.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science – Information Technology Emphasis in Database Administration

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$64,205.00

**SPECIALTY COURSES:**

Course Number	Course Title	Course Hours
<u>CI1420</u>	<u>Principles of Programming</u>	<u>4.5</u>
<u>CI2011</u>	<u>Introduction to Database</u>	<u>4.5</u>
<u>CI2211</u>	<u>Internetworking Fundamentals</u>	<u>4.5</u>
<u>CI2430</u>	<u>Computer Concepts</u>	<u>4.5</u>
<u>CI3010</u>	<u>Linux</u>	<u>4.5</u>
<u>CI3091</u>	<u>Database Design &amp; Management</u>	<u>4.5</u>
<u>CI3155</u>	<u>Computer Ethics</u>	<u>4.5</u>
<u>CI3310</u>	<u>Website and Web Application Design</u>	<u>4.5</u>
<u>CI4220</u>	<u>Project Management</u>	<u>4.5</u>
<u>CI4221</u>	<u>Systems Analysis and Design</u>	<u>4.5</u>
<u>CI4223</u>	<u>Integrative Systems Project</u>	<u>6.0</u>
	<u>Open Elective</u>	<u>4.5</u>
<b><u>Support Core</u></b>		
<u>AC2760</u>	<u>Accounting for Managers</u>	<u>4.5</u>
<u>EC2050</u>	<u>Macroeconomics</u>	<u>4.5</u>
<u>EC2100</u>	<u>Microeconomics</u>	<u>4.5</u>
<u>FN3000</u>	<u>Business Finance I</u>	<u>4.5</u>
<u>MG1050</u>	<u>Principles of Marketing</u>	<u>4.5</u>
<u>MT2050</u>	<u>Principles of Management</u>	<u>4.5</u>
<b><u>Database Administration Emphasis Core</u></b>		
<u>CI3689</u>	<u>Querying Microsoft SQL Server 2012</u>	<u>4.5</u>
<u>CI4209</u>	<u>Administering Microsoft SQL Server 2012 Databases</u>	<u>4.5</u>
<u>CI4219</u>	<u>Implementing a Data Warehouse with Microsoft SQL Server 2012</u>	<u>4.5</u>
<u>CI4229</u>	<u>Implementing Data Models and Reports with Microsoft SQL Server 2102</u>	<u>4.5</u>
<u>CI4239</u>	<u>Designing Business Intelligence Solutions with Microsoft SQL Server 2012</u>	<u>4.5</u>
<u>CI3000+</u>	<u>Elective</u>	<u>4.5</u>
<u>CI3000+</u>	<u>Elective</u>	<u>4.5</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
CS1150 / CI1150	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty:  $\frac{114}{180}$  Percentage:  $\frac{63\%}{}$   
 Number of Credit/Clock Hrs. in General Courses:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

**Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier

provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

#### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

#### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

#### **ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

#### **ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

#### **General (Psychology, Sociology, Humanities, Music, etc.):**

##### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

##### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

##### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than

8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

#### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

#### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

#### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

#### **Legal/Criminal Justice:**

##### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

##### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

#### **Nursing & Allied Health:**

##### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

##### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

##### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

#### **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

**Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

**MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

**Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

**Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

**Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

**Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

**Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

**Electronic Books:****Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

**Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

**Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

#### **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **Library Services:**

#### **A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

### **Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

### **FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

## **2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

## **3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

## **4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Hussey-Mayfield Memorial Library  
250 North 5th Street  
Zionsville, IN

Westfield Washington Public Library  
333 West Hoover Street  
Westfield, IN

## **5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 13 Full-time: \_\_\_\_\_ Part-time: 13**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stewart, Justin	Master of Business Administration	4 Years		1 yr.		X
Stucker, Chris	Master of Information Science	3 Years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Bachelor of Science – Information Technology Emphasis Database Administration**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Bachelor of Science – Information Technology Emphasis in Internet  
Systems Development

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Jason Warr – Associate Provost of Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared December 16, 2013  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

This program provides the student with the skills required to design, develop, and maintain interactive Internet web sites. This bachelor's degree program prepares the student to work in the dynamic field of Internet development as the information technology professional on a Web site design team.

**Student Learning Outcomes**

Graduates of the program will:

- Support the data management needs of business through the design, implementation, and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
- Design, develop, and maintain interactive web sites employing both server-side and client-side programming methodologies.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science – Information Technology Emphasis in Internet Systems Development

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$64,205.00

**SPECIALTY COURSES:**

Course Number	Course Title	Course Hours
<u>CI1420</u>	<u>Principles of Programming</u>	<u>4.5</u>
<u>CI2011</u>	<u>Introduction to Database</u>	<u>4.5</u>
<u>CI2211</u>	<u>Internetworking Fundamentals</u>	<u>4.5</u>
<u>CI2430</u>	<u>Computer Concepts</u>	<u>4.5</u>
<u>CI3010</u>	<u>Linux</u>	<u>4.5</u>
<u>CI3091</u>	<u>Database Design &amp; Management</u>	<u>4.5</u>
<u>CI3155</u>	<u>Computer Ethics</u>	<u>4.5</u>
<u>CI3310</u>	<u>Website and Web Application Design</u>	<u>4.5</u>
<u>CI4220</u>	<u>Project Management</u>	<u>4.5</u>
<u>CI4221</u>	<u>Systems Analysis and Design</u>	<u>4.5</u>
<u>CI4223</u>	<u>Integrative Systems Project</u>	<u>6.0</u>
	<u>Open Elective</u>	<u>4.5</u>
<b><u>Support Core</u></b>		
<u>AC2760</u>	<u>Accounting for Managers</u>	<u>4.5</u>
<u>EC2050</u>	<u>Macroeconomics</u>	<u>4.5</u>
<u>EC2100</u>	<u>Microeconomics</u>	<u>4.5</u>
<u>FN3000</u>	<u>Business Finance I</u>	<u>4.5</u>
<u>MG1050</u>	<u>Principles of Marketing</u>	<u>4.5</u>
<u>MT2050</u>	<u>Principles of Management</u>	<u>4.5</u>
<b><u>Internet Systems Development Emphasis Core</u></b>		
<u>CI2020</u>	<u>Visual Basic</u>	<u>4.5</u>
<u>CI3315</u>	<u>Web Design &amp; programming</u>	<u>4.5</u>
<u>CI3020</u>	<u>Intermediate Visual Basic</u>	<u>4.5</u>
<u>CI3380</u>	<u>Client Side-Scripting and Open Communication</u>	<u>4.5</u>
<u>CI4119</u>	<u>Installing and Configuring Windows Server 2012</u>	<u>4.5</u>
<u>CI4129</u>	<u>Administering Windows Server 2012</u>	<u>4.5</u>
<u>CI4230</u>	<u>Server-Side Scripting</u>	<u>4.5</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
CS1150 / CI1150	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty:  $\frac{114}{180}$  Percentage:  $\frac{63\%}{}$   
 Number of Credit/Clock Hrs. in General Courses:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

**Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier

provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

#### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

#### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

#### **ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

#### **ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

#### **General (Psychology, Sociology, Humanities, Music, etc.):**

##### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

##### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

##### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

### **LexisNexis Academic (Amigos/Solinet)**

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than

8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

#### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

#### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

#### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

#### **Legal/Criminal Justice:**

##### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

##### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

#### **Nursing & Allied Health:**

##### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

##### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

##### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

#### **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

**Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

**MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

**Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

**Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

**Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

**Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

**Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

**Electronic Books:****Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

**Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

**Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

#### **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **Library Services:**

#### **A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

### **Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

### **FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

## **2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

## **3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

## **4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Hussey-Mayfield Memorial Library  
250 North 5th Street  
Zionsville, IN

Westfield Washington Public Library  
333 West Hoover Street  
Westfield, IN

## **5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 13 Full-time: \_\_\_\_\_ Part-time: 13**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stewart, Justin	Master of Business Administration	4 Years		1 yr.		X
Stucker, Chris	Master of Information Science	3 Years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Bachelor of Science – Information Technology Emphasis Internet Systems  
Development**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify  
The specific professional certification(s) needed:  
The national organization issuing the certification(s):

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Bachelor of Science – Information Technology Emphasis in Network  
Administration / Microsoft

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Jason Warr – Associate Provost of Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared December 16, 2013  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

This program provides the student with an in-depth knowledge of network administration. Graduates of this program have all the necessary skills to administer a computer network. The focus is on Microsoft networking and prepares students for the Microsoft Certified, IT Professional; Server Administrator exams.

**Student Learning Outcomes**

Graduates of the program will:

- Support the data management needs of business through the design, implementation, and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
- Administer a network infrastructure designed to support the management and production functions in business or industry.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science – Information Technology Emphasis in Network Administration / Microsoft

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$64,205.00

**SPECIALTY COURSES:**

Course Number	Course Title	Course Hours
<u>CI1420</u>	<u>Principles of Programming</u>	<u>4.5</u>
<u>CI2011</u>	<u>Introduction to Database</u>	<u>4.5</u>
<u>CI2211</u>	<u>Internetworking Fundamentals</u>	<u>4.5</u>
<u>CI2430</u>	<u>Computer Concepts</u>	<u>4.5</u>
<u>CI3010</u>	<u>Linux</u>	<u>4.5</u>
<u>CI3091</u>	<u>Database Design &amp; Management</u>	<u>4.5</u>
<u>CI3155</u>	<u>Computer Ethics</u>	<u>4.5</u>
<u>CI3310</u>	<u>Website and Web Application Design</u>	<u>4.5</u>
<u>CI4220</u>	<u>Project Management</u>	<u>4.5</u>
<u>CI4221</u>	<u>Systems Analysis and Design</u>	<u>4.5</u>
<u>CI4223</u>	<u>Integrative Systems Project</u>	<u>6.0</u>
	<u>Open Elective</u>	<u>4.5</u>
<b><u>Support Core</u></b>		
<u>AC2760</u>	<u>Accounting for Managers</u>	<u>4.5</u>
<u>EC2050</u>	<u>Macroeconomics</u>	<u>4.5</u>
<u>EC2100</u>	<u>Microeconomics</u>	<u>4.5</u>
<u>FN3000</u>	<u>Business Finance I</u>	<u>4.5</u>
<u>MG1050</u>	<u>Principles of Marketing</u>	<u>4.5</u>
<u>MT2050</u>	<u>Principles of Management</u>	<u>4.5</u>
<b><u>Network Administration / Microsoft Emphasis Core</u></b>		
<u>CI3000+</u>	<u>Elective</u>	<u>4.5</u>
<u>CI3000+</u>	<u>Elective</u>	<u>4.5</u>
<u>CI3000+</u>	<u>Elective</u>	<u>4.5</u>
<u>CI3679</u>	<u>Windows Operating Systems and Server Administration Fundamentals</u>	<u>4.5</u>
<u>CI4119</u>	<u>Installing and Configuring Windows Server 2012</u>	<u>4.5</u>
<u>CI4129</u>	<u>Administering Windows Server 2012</u>	<u>4.5</u>
<u>CI4139</u>	<u>Configuring Advanced Windows Server 2012 Services</u>	<u>4.5</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
CS1150 / CI1150	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty:  $\frac{114}{180}$  Percentage:  $\frac{63\%}{}$   
 Number of Credit/Clock Hrs. in General Courses:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{}$

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

**Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier

provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

#### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

#### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

#### **ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

#### **ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

#### **General (Psychology, Sociology, Humanities, Music, etc.):**

##### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

##### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

##### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than

8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

### **Legal/Criminal Justice:**

#### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

### **Nursing & Allied Health:**

#### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

#### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

#### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

### **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

**Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

**MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

**Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

**Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

**Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

**Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

**Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

**Electronic Books:****Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

**Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

**Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

#### **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **Library Services:**

#### **A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

### **Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

### **FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

## **2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

## **3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

## **4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Hussey-Mayfield Memorial Library  
250 North 5th Street  
Zionsville, IN

Westfield Washington Public Library  
333 West Hoover Street  
Westfield, IN

## **5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 13 Full-time: \_\_\_\_\_ Part-time: 13**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stewart, Justin	Master of Business Administration	4 Years		1 yr.		X
Stucker, Chris	Master of Information Science	3 Years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

Supplementary Information on  
Licensure, Certification, and Accreditation

Institution: **National American University**  
Degree Program: **Bachelor of Science – Information Technology Emphasis Network Administration / Microsoft**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **The focus is on Microsoft networking and prepares the students for the Microsoft Certified IT Professional; Server Administrator Exams.**

If so, please identify  
The specific professional certification(s) needed: **Microsoft Certified IT Professional; Windows Server 2008 - Server Administrator**

The national organization issuing the certification(s): **Microsoft**

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National American University

Name of Program Bachelor of Science – Information Technology Emphasis in Network  
Management / Microsoft

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Jason Warr – Associate Provost of Academic  
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared December 16, 2013  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

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

**Student Learning Outcomes**

Graduates of the program will:

- Support the data management needs of business through the design, implementation, and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
- Design, implement, and manage a network infrastructure to support management and production functions in business or industry.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science – Information Technology Emphasis in Network Management / Microsoft

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$64,205.00

**SPECIALTY COURSES:**

Course Number	Course Title	Course Hours
<u>Ci1420</u>	<u>Principles of Programming</u>	<u>4.5</u>
<u>CI2011</u>	<u>Introduction to Database</u>	<u>4.5</u>
<u>Ci2211</u>	<u>Internetworking Fundamentals</u>	<u>4.5</u>
<u>CI2430</u>	<u>Computer Concepts</u>	<u>4.5</u>
<u>CI3010</u>	<u>Linux</u>	<u>4.5</u>
<u>CI3091</u>	<u>Database Design &amp; Management</u>	<u>4.5</u>
<u>CI3155</u>	<u>Computer Ethics</u>	<u>4.5</u>
<u>CI3310</u>	<u>Website and Web Application Design</u>	<u>4.5</u>
<u>CI4220</u>	<u>Project Management</u>	<u>4.5</u>
<u>CI4221</u>	<u>Systems Analysis and Design</u>	<u>4.5</u>
<u>CI4223</u>	<u>Integrative Systems Project</u>	<u>6.0</u>
	<u>Open Elective</u>	<u>4.5</u>
<b><u>Support Core</u></b>		
<u>AC2760</u>	<u>Accounting for Managers</u>	<u>4.5</u>
<u>EC2050</u>	<u>Macroeconomics</u>	<u>4.5</u>
<u>EC2100</u>	<u>Microeconomics</u>	<u>4.5</u>
<u>FN3000</u>	<u>Business Finance I</u>	<u>4.5</u>
<u>MG1050</u>	<u>Principles of Marketing</u>	<u>4.5</u>
<u>MT2050</u>	<u>Principles of Management</u>	<u>4.5</u>
<b><u>Network Management / Microsoft Emphasis Core</u></b>		
<u>CI3000+</u>	<u>Elective</u>	<u>4.5</u>
<u>CI3679</u>	<u>Windows Operating Systems and Server Administration Fundamentals</u>	<u>4.5</u>
<u>CI4119</u>	<u>Installing and Configuring Windows Server 2012</u>	<u>4.5</u>
<u>CI4129</u>	<u>Administering Windows Server 2012</u>	<u>4.5</u>
<u>CI4139</u>	<u>Configuring Advanced Windows Server 2012 Services</u>	<u>4.5</u>
<u>CI4159</u>	<u>Designing and Implementing a Server Infrastructure</u>	<u>4.5</u>
<u>CI4169</u>	<u>Implementing an Advanced Server Infrastructure</u>	<u>4.5</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
CS1150 / CI1150	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty:  $\frac{114}{180}$  Percentage:  $\frac{63\%}{100\%}$   
 Number of Credit/Clock Hrs. in General Courses:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{100\%}$

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:  $\frac{66}{180}$  Percentage:  $\frac{37\%}{100\%}$

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

**Business:**

**ABI INFORM Global (ProQuest)**

**ABI INFORM Global**, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

**Business Source Premier (EBSCOhost)**

**Business Source Premier**, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier

provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

#### **Regional Business News (EBSCOhost)**

**Regional Business News** provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

#### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

#### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Full-text of the various editions of these titles.

#### **ProQuest Discovery (ProQuest)**

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

#### **ProQuest Research Library (ProQuest)**

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

#### **General (Psychology, Sociology, Humanities, Music, etc.):**

##### **Academic Search Premier (EBSCOhost)**

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

##### **Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

##### **Discovery (ProQuest)**

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

### **EBSCO MegaFILE (EBSCOhost)**

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

### **EBSCO MasterFILE Premier (EBSCOhost)**

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

### **ERIC: Education Resources Information Center (Free site)**

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Library, Information Science & Technology Abstracts (EBSCOhost)**

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

### **National Newspaper Abstracts (ProQuest)**

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

### **NBC News Archives on Demand**

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

### **Newspapers: Wall St Jour & NY Times (ProQuest)**

Provides full-text of the various editions of these titles.

### **Professional Collection (Gale InfoTrac)**

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

### **ProQuest Central (ProQuest)**

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than

8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

### **Research Library (ProQuest)**

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

### **SIRS Researcher (SD State Library/ProQuest)**

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

### **Teachers Reference Center (Complimentary from EBSCO)**

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12<sup>th</sup> grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

### **Legal/Criminal Justice:**

#### **Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

#### **LexisNexis Academic (Amigos/Solinet)**

**LexisNexis Academic** provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

### **Various helpful links**

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

### **Nursing & Allied Health:**

#### **CINAHL Plus With Full Text (EBSCO)**

*CINAHL® Plus with Full Text* is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

#### **Family Health (ProQuest)**

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

#### **Health & Medical Complete (ProQuest)**

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

### **Health Information Technology/Healthcare Coding Student Websites**

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

**Medline (Ovid)**

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

**MedlinePlus**

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

**Mosby's Nursing Consult (Mosby's)**

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

**Mosby's Nursing Skills (Mosby's)**

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

**Nursing & Allied Health Source (ProQuest)**

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

**Nursing Periodical Collection (OVID)**

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

**Pharmaceutical News Index (ProQuest)**

This database is an insider's guide to healthcare research, development and regulatory issues.

**Electronic Books:****Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

**Credo General Reference Premium (Credo)**

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

**Ebrary (Business, Economics, Nursing, Allied Health)**

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

### **Gale Virtual Reference Library (Gale InfoTrac)**

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

### **HeritageQuest (SD State Library)**

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

### **LearningExpress Library (SD State Library)**

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **MasterFile Premier (EBSCOhost)**

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

### **NetLibrary (NetLibrary)**

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

### **Worldbook Advanced – Online Encyclopedia (SD State Library)**

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

### **Online Reference Books:**

**Acronym Finder**

**Bureau of Labor Statistics**

**Information Please Almanac**

**Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical**

**National Center for Health Statistics**

**Occupational Outlook Handbook**

**Statistical Abstracts**

**United States Government Manual**

**The World FactBook**

**United States Government Manual**

### **Online Library Catalog (Books & Electronic Books)**

#### **National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

#### **South Dakota Library Network Catalog (SDLN)**

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

### **WorldCat/First Search (SD State Library)**

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

### **Job Hunting/Career Information:**

#### **Career Services website**

NAU provides various resources for students preparing for job search.

#### **Careers via Reference Shelf Plus (HW Wilson)**

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

#### **Job & Career Accelerator (LearningExpress) – Assistance with job hunting process**

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

#### **Job Seeking Information**

NAU Career Services maintains a list of resources to make your job search easier.

#### **Job Search Recommended Web Sites**

NAU Career Services maintains a collection of web sites to help you in your job search.

#### **International Students Seeking Jobs in the U.S.**

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

### **Tutorials:**

#### **Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

#### **Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

### **Practice Tests & Mini e-Courses:**

#### **Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

#### **Occupation Practice Tests via LearningExpress (State Library)**

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

### **Library Services:**

#### **A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

### **Interlibrary Loan**

Complete the forms provided to initiate a request to borrow materials from another library.

### **FIND IT (Serials Solutions)**

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at [askalibrarian@national.edu](mailto:askalibrarian@national.edu).

## **2. Number of volumes of professional material:**

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

## **3. Number of professional periodicals subscribed to:**

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

## **4. Other library facilities in close geographical proximity for student access:**

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library  
55 4th Avenue Southeast  
Carmel, IN

Indiana State Library  
315 West Ohio Street  
Indianapolis, IN

Central Library  
40 East Saint Clair Street  
Indianapolis, IN

Nora Public Library  
8625 Guilford Avenue  
Indianapolis, IN

Fishers Public Library  
5 Municipal Drive  
Fishers, IN

Pike Public Library  
6525 Zionsville Road  
Indianapolis, IN

Glendale Library  
6101 North Keystone Ave.  
Indianapolis, IN

Speedway Public Library  
5633 West 25th Street  
Indianapolis, IN

Hussey-Mayfield Memorial Library  
250 North 5th Street  
Zionsville, IN

Westfield Washington Public Library  
333 West Hoover Street  
Westfield, IN

## **5. List any post graduation certifications or licensure requirements/name of organization.**

See attached supplementary information form.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

**Total # of Faculty in the Program: 13 Full-time: \_\_\_\_\_ Part-time: 13**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Kajzer, Amie	Master of Education in Instructional Design	N/A	1 month	1 yr.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stewart, Justin	Master of Business Administration	4 Years		1 yr.		X
Stucker, Chris	Master of Information Science	3 Years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National American University**  
Degree Program: **Bachelor of Science – Information Technology Emphasis Network Management /  
Microsoft**  
Locations: **Indianapolis, Indiana**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

+++++

**Professional Certification**

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **The focus is on Microsoft networking and prepares students for the Microsoft Certified IT Professional; Enterprise Administrator Exams.**

If so, please identify  
The specific professional certification(s) needed: **Microsoft Certified IT Professional; Windows Server 2008 - Enterprise Administrator**

The national organization issuing the certification(s): **Microsoft**

+++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency: