Student Catalog and Handbook

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Welcome

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

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

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

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

Frank Longaker
President
Mission Statement

**Foreword**

This catalog contains policies and procedures for the information of students attending American National University in Lexington, KY, Louisville, KY, Pikeville, KY, Richmond, KY, Danville, KY, Florence, KY, and South Bend, IN.

**Mission Statement**

American National University provides opportunities for individuals who are seeking to achieve their career goals by offering credential and degree programs through distance education and blended learning. American National University is dedicated to assuring adult students have access to quality programs in career focused disciplines that provide the skills needed to be competitive in today’s changing marketplace.

**Institutional Goals**

- Offer credential and degree programs focused on preparing students to be competitive in the current marketplace.
- Integrate soft skills and practical knowledge students need to be effective in their chosen career.
- Assist students in achieving their academic goals through proactive support and encouragement.
- Maximize the use of current technologies to offer accessible and relevant academic programs.

**Institutional Objectives**

1. Enhance students’ educational experience in credential and degree programs to meet current marketplace needs in health science education through efficient and effective access to quality curricula, learning resources, equipment, and facilities.

2. Facilitate a learning environment that promotes the development of skills needed for students to be successful in professional settings while encouraging students to express their own ideas and respect the ideas of others.

3. Engage students through the development of relevant curricula that allows students to achieve the stated program outcomes.

4. Support students from their enrollment to beyond graduation by providing individualized and interactive career services.

5. Employ appropriately qualified faculty to deliver practical and theoretical knowledge, skills, and abilities that motivate students to learn and achieve their educational goals.

6. Develop a collaborative culture of continuous improvement that puts students’ first and allows the University to consistently strive for educational and operational excellence.

**Accreditation and Approvals**

Campuses in Lexington, KY and Louisville, KY are accredited by the Accrediting Council for Independent Colleges and Schools to award Bachelor’s degrees, Associate’s degrees, and diplomas.

All other locations are accredited by the Accrediting Council for Independent Colleges and Schools to award Associate’s degrees, diplomas, and certificates.

The Kentucky campuses are licensed by the Kentucky Council on Postsecondary Education, located at 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601, and can be reached at (502) 573-1555.

The Indiana campuses are authorized by The Indiana Commission for Higher Education/The Indiana Board...
for Proprietary Education, 101 West Ohio St., Suite 670, Indianapolis, IN 46204-1984, and can be reached at (317) 464-4400, ext. 138 or (317) 464-4400 ext. 141.

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

The Health Information Management Associate of Science degree program at the Louisville, Kentucky campus is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the accredited program are eligible to sit for the Registered Health Information Technician (RHIT) exam.

The Surgical Technology* Associate of Science program at the Louisville, Kentucky campus and the Surgical Technology and Central Sterile Processing Occupational Associate degree program at the Lexington, KY campus are both accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). CAAHEP’s address is 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763. They can be contacted at (727) 210-2350 and through www.caahep.org. (*The Surgical Technology program at our Louisville, KY campus is no longer enrolling.)

The Accrediting Council for Independent Colleges and Schools (ACICS) is recognized as a national accrediting agency by the Council for Higher Education. ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002-4223, and their phone number is (202) 336-6780.

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

Heritage

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

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

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

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

Evolution 2086 Vision

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

The Evolution 2086 vision guides our goal of continuing to meet the workforce training needs for the 21st century and beyond. We will continue to update our programs to ensure our graduates are prepared for the modern workforce. We will expand and explore more accessible teaching methodologies, including online delivery, blended courses, and open-enrollment online courses.

While focusing on our core of health science programs we will expand our curriculum to include training in developing fields and offer more in-depth courses where career-opportunity continues to grow. We will continue to pursue programmatic accreditation and preparation for certification in appropriate programs.

The evolution of the institution is reflected in our name: American National University. American, recognizing our role as a leading American institution for career-focused education for students from around the world; National, acknowledging our historical roots and nationwide reputation; University, representing our status as a graduate-level institution offering diverse academic, online, international, ESL, and corporate training programs. The university’s motto, Scientia et Civitas – “Knowledge and Citizenship” – reflects our mission to develop educated men and women ready to pursue lives as productive citizens.
What does not change are the hallmarks of the experience our tens of thousands of graduates have enjoyed since 1886: American National University will continue to offer the career-focused, hands-on learning environment that has characterized our more than 130 years of excellence, while steadily evolving new programs, venues, and methods of instruction appropriate to the 21st-century global economy. Students will continue to reap the benefits of our decades of tradition and experience as well as explore new opportunities and resources.

**Academics**

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

**Structure and Design of Programs**

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

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

**Resources for Research**

The ANU Library delivers exceptional online resources and services to a diverse student population in certificate, and degree programs. Librarians are available via chat, email, and telephone, and have created a number of recorded tutorials, subject guides, a writing and research center, and a frequently asked questions database to aid students in their research.

**Career Services**

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

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

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

The university strives to give the education, training, and guidance each student needs to be successful in his or her career. While career counseling and placement assistance are available, you are primarily responsible for seeking and
obtaining your employment. The university cannot and does not promise or guarantee a job. Criminal convictions may hinder or prevent employment. So whether you’re a student, graduate, or alumnus, connect with Career Services. Our goal is to prepare you to find success in the workplace.

**Student Activities**

There is more to university life than just academics. You need to unwind! Through the student activities offered at American National University, you’ll be able to relax and mingle with your friends. Getting involved in the planning of student activities is an important part of your educational experience. Please contact your Campus Director to learn how you can participate. We hope you take full advantage of the activities your American National University community has to offer. Suggestions for activities are always welcome.

**Professional/Occupational Licensure and Certifications**

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

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

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

**Notice of Non-Discrimination**

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

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

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

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

**Accommodation Policy**

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

**Student Health Services**

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

**Consumer Information**

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

Kentucky Campuses: To comply with the Michael Minger Act, each Kentucky campus of American National University maintains a campus crime log. The crime log records certain crimes (as listed in the Minger Act) that occurred on campus and were reported to campus security authorities or local law enforcement agencies. The crime log is available in the Campus Director’s office and on the University’s website, www.an.edu/about/consumer-disclosure/.

**University Email Account**

It is important for students to communicate with one another and work with instructors to improve the learning process. In order to help students communicate and form a strong learning community, the institution has made email available to all faculty and students. Students should keep in touch with instructors and classmates if they need help with an assignment, have questions about coursework, or are unable to attend a scheduled class.

Students can go to www.an.edu and click on National Mail from the Quick Links Menu to access their email. Students’ usernames will be last name, first and middle initial, followed by a 2-digit number, followed by the appropriate college email domain name(@students.an.edu) For example: johnsonkt88@students.an.edu. The first time students log into National Mail, their password will be the first and last initial plus the last four digits of their SSN. For example: rs6799. Students will be asked to change their password the first time they log in. Please remember that use of National Mail is a privilege and subject to American National University acceptable use policies.

**Identification Cards**

Students will be given an identification card at their campus. See your campus director or student services representative to obtain yours.

**Orientation**

All new students are required to attend an orientation session. The objectives of the Orientation are:

1. Understand ANU’s attendance, due date, and sexual harassment policies.
2. Understand how to navigate a course.
3. Identify course communication tools i.e. email.

4. Understand how to utilize Course Information and Assignment tools i.e. posting to Discussion Forums, submitting assignments, taking tests.

5. Identify course resources.

6. Be able to access the University Library and the Career Connect sites.

**Academic Tutoring**

During the course of your program, you may find the need for additional assistance with your studies. American National University offers a no-cost peer tutoring service. Contact the Student Services Department for assistance in locating a tutor. Students may also apply to be a student tutor. A student tutor is a current student who has successfully passed the course that they will become a tutor in with a grade of an A or B. All tutoring is done at the university campus locations. To become a student tutor, complete the Application for Student Tutoring and submit it to a Student Services representative who will process the application for approval. Applications may be requested through Student Services.
Admissions

Admission

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

Those who are unable to visit the campus are urged to call the Admissions Department for a telephone interview. High school students may request that the Admissions Department contact their guidance counselor to arrange for an interview at their school. Refer to page 111 for the address and telephone number of the Admissions Office nearest you.

Undergraduate Admission Requirements

Graduation from high school is a minimum requirement for admission to American National University for those students enrolling in the Certificate, Diploma or Associate of Science programs. Those who have completed high school in a homeschool setting or have satisfied graduation requirements through the General Educational Development (GED) Test or a state authorized examination are also eligible for admission.

An official transcript from an accredited college will be recognized as the equivalent of a high school diploma for basis of acceptance. For colleges and universities outside the U.S., transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services). Students will sign an attestation on the enrollment application as to which of these credentials they have received.

Applying for Undergraduate Admission

To apply for admission, complete an Application for Admission and deliver in person or mail it to the university campus you wish to attend or fill out an application online at www.an.edu. The address of each campus location is on page 111 of this catalog. The Application for Admission is considered complete when the application, enrollment agreement, and the Transferability of Credit Disclosure are received.

Your application will be reviewed promptly, and a determination will be made as soon as possible. Applying early is to the student’s advantage in obtaining financial assistance for those who qualify, scholarships, part-time employment, and desired class schedules. The University will inform applicants of their acceptance or denial in writing by U.S. mail.

Programmatic Admission Requirements

Medical Assisting Associate of Science Admissions Requirements

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

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

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

**Nursing Associate of Science Degree Admissions Requirements**

Students enrolling in the Nursing Associate’s program must have a 2.5 or better high school or college CGPA or a score of 500 or better on the GED. Beginning with enrollments for June 2012, the University will use the Kaplan admission entrance examination. Students need to score at or above the 60th national percentile average in the following three areas; Math, Reading and Writing. In the event there are students who tie in the overall entrance scoring process, preference will be given to the student who scores higher in the Science and Critical Thinking sections. Students must attend a pre-admission nursing conference. The nursing candidate must notify the University by the designated deadline of his/her acceptance. If the University is not notified by the deadline, the nursing candidate forfeits his/her placement into the present nursing program for which the applicant applied.

The following are required for the Associate of Science degree in Nursing program:

- Kentucky (and state of residence) criminal background check as directed by the University (student is responsible for the cost of the background check)
- Initial drug screening at the facility as directed by the University
- Recent (within 6 months of admission) medical record that includes a medical history, medical examination, and evidence of current immunizations
- The following must be performed within six months prior to admission and the cost of any exam or immunization is the responsibility of the student:
  * Immunity to rubella—an immunization is required (MMR#1) or verification by rubella titer
  * Immunity to rubella – if birth year is 1957 or later, a second immunization (MMR#2) is required or verification by health record or physician statement of disease
  * Immunity to mumps – must provide 2 MMR vaccines or have a titer drawn showing immunity to the disease
  * Immunity to varicella (chicken pox) – verified by varicella titer or with proof of vaccine
  * Negative tuberculin skin test results (PPD Only) within 12 months and annually while in the program or a chest x-ray documenting the absence of disease
  * Immunity to Hepatitis B – this is an immunization requiring a series of 3 injections over a 6 month period. You must have had one of the three injections on or before the first day of clinical, with the other 2 injections completed on schedule to progress in the next nursing program. Immunity may also be verified by health record or physician statement of disease
  * Influenza vaccination or approved declination form.
- Completion of an American Heart Association cardiopulmonary resuscitation (CPR) course for health care providers, which includes CPR of the adult, child, and infant and the Heimlich maneuver. The student must keep CPR certification current during the course of the nursing program.

**Emergency Medical Technician – Certificate – Admissions Requirements**

Students enrolling in the Emergency Medical Services – Emergency Medical Technician Certificate program must provide written documentation showing the following:

1. High School diploma or General Education Equivalency Diploma (GED);
2. Current American Heart Association CPR card for health care provider;
3. Clear comprehensive drug screen;
4. Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct form
5. Clear Criminal Background check;
6. Functional skills requirement (functional position description for Basic Life Support Provider);
7. Negative 2 step PPD (or negative CXR), physical exam, Influenza vaccine or declination form, immunizations and proof of immunity for Hepatitis B, MMR, and Varicella (other immunizations as required by clinical and field internship sites such as TDaP);
8. Is at least eighteen (18) years of age at the beginning date of the certification course;
9. A valid motor vehicle operator’s license from a state or territory of the United States;
10. Minimum competency in English and Math tested with admission exam;
11. Admission essay;
12. One professional recommendation form

Emergency Medical Services – Paramedic Occupational Associate Degree – Admissions Requirements

Students enrolling in the Emergency Medical Services – Paramedic Associate degree program must provide written documentation showing the following:
1. High School diploma or General Education Equivalency Diploma (GED);
2. Current American Heart Association CPR card for health care provider;
3. Clear comprehensive drug screen;
4. Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct form
5. Clear Criminal Background check;
6. Functional skills requirement (functional position description for the Advanced Life Support Provider);
7. Negative 2 step PPD (or negative CXR), physical exam, Influenza vaccine or declination form, immunizations and proof of immunity for Hepatitis B, MMR, and Varicella (other immunizations as required by clinical and field internship sites such as TDaP);
8. Is at least eighteen (18) years of age at the beginning date of the certification course;
9. A valid motor vehicle operator’s license from a state or territory of the United States;
10. If already an EMT, take Paramedic Admission test;
11. Admission essay;
12. One professional recommendation form
13. If student does not have EMT certification on admission, provide to begin EMS110 and EMS112;
14. If student is an EMT, provide proof of current EMT Certification upon admission.

Health Information Management Associate of Science Admission Requirements

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

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

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

Medical Billing and Coding Diploma Admission Requirements

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

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

**Pharmacy Technician Diploma Admission Requirements**

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

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

Students seeking enrollment into the Pharmacy Technician program at the Parkersburg or Princeton, WV campuses must complete a criminal background check prior to enrolling into the program. Any costs associated with this service are the responsibility of the student.

**Phlebotomy and ECG Technician Diploma Admission Requirements**

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

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

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

**Surgical Technology and Central Sterile Processing Occupational Associate Degree Admissions Requirements**

Students enrolling in the Surgical Technology program must provide written documentation showing the following:

1. Technical Standards form
2. Clear Criminal Background check
3. Clear comprehensive drug screen
4. Negative 2 step PPD (or negative CXR), physical exam, Influenza vaccine or declination form, immunizations and proof of immunity for Hepatitis B, MMR, and Varicella (other immunizations as required by clinical and field internship sites such as TDaP)
5. Student is required to take placement evaluations in English and Math and if not passing takes the required university course associated with that placement evaluation.
Student Identity Verification

American National University initiates the student identity verification process during admissions. The University uses ProctorU to verify student identity throughout their enrollment.

ProctorU provides digital solutions for identity management and assessment proctoring. American National University uses ProctorU’s Ucard product. The Ucard requires an initial set up by the student in a live, online environment with ProctorU staff. During this session, students show a government issued photo identification that is compared to the live student appearing on the screen. A screenshot is captured of both the student and the identification card. Students are asked challenge questions using information taken from public records. Additionally, students are asked to type a passage to establish keystroke biometric identification for future verifications. All of this information is stored within the student’s profile and secured. This product works in conjunction with the University’s Blackboard learning management system. The link to the initial Ucard setup and future identification verifications are conducted following the student’s login into Blackboard using secure username and password.

Students are provided a unique username and password for accessing Blackboard. Password resets require students to answer a security question before proceeding.
Academic Policies

Academic Terms
For the convenience of its students, American National University operates its classes year-round. The five-term schedule enables students to complete their programs and enter the workforce as quickly as possible. Students may begin their programs at any of the five starting dates during the year.

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

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

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

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

The following categories of students are not considered regular students: employees attending the University (except work study students or others enrolled in a program), students taking refresher courses, students attending under any category such as an approved audited course, students taking single subjects, students taking more than one subject but not declaring a major, or students attending under any other special category as otherwise approved by the University, or a student attending classes after being dismissed as a regular student (See Standards of Satisfactory Academic Progress on page 23).

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

Credit Hour Policy
American National University awards quarter credit hours and adheres to the following formula to award appropriate credit for each course offering.

One quarter credit hour is 10 hours of direct instruction (Lecture).
One quarter credit hour is 20 hours of lab instruction.
One quarter credit hour is 30 hours of externship.
If a course is 4 credits and in direct instruction only, it would be 40 instructional hours.
If a course is 4 credits of strictly lab instruction only it would be 80 instructional hours.
If a course is 4 credits of externship only, it would be 120 hours of instruction.

**Outside of Class Work**

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

**Standard Course Load and Program Lengths**

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

**Matriculation**

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

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

**Articulation Agreements**

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

The following are the Institutions that we have articulation agreements with:

- Blue Ridge Community and Technical College
- Bethel College
- Harrison College
- Virginia College Online
- International American University
- Ohio Valley College of Technology
- Pennsylvania Institute of Health and Technology
- Sullivan University
- Trumbull Business College
- West Virginia Junior College
- Moravian College

**Nontraditional Credit Allowance**

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

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

The University recognizes the value of work experience as a part of the applicant’s overall educational experience. The maximum amount of credit earned for work experience will be limited to one class or four (4) credits for a Certificate Program and two classes or eight (8) credits for an Associate’s. If an applicant desires the University to evaluate work experience for credit, the applicant must:

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

University Placement Evaluations

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

Advanced Placement Evaluations

Advanced Placement Evaluations are designed for students who wish to demonstrate their current skill level in selected areas. If successful, the student will receive full credit for that particular course. There is no charge for these evaluations or for any credit received. Advanced Placement Evaluations cannot be attempted if the student has enrolled or sat in the course. A complete list of Advanced Placement Evaluations and administration times is available from your Campus Director or the Student Services Representative. The University has established criteria that will allow students to request an evaluation of recognized industry certifications and receive credit for appropriate courses. Students should contact their Student Services Representative for more information on required documentation used for evaluation.

Credit by Examination

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

Students Transferring to American National University

Prior collegiate work from an institution previously attended is accepted by American National University when it is demonstrated that this work was obtained from an institution that is accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and is in keeping with
career and educational objectives of the student’s chosen course of study. Transfer credits are accepted on an individual basis after complete evaluation.

Residency Requirement: A student must complete the last 25% of any certificate, diploma, or Associate’s degree program coursework at American National University. This requirement means that a maximum of 72 quarter credit hours for an Associate’s degree may be accepted. Advanced Placement exams and Work Experience credit do not fulfill the residency requirement. Unless special conditions prevail and prior permission is granted, all of a student’s final coursework which applies to a degree or a diploma from American National University must have been earned at the University. Evidence of prior collegiate work should be received by the University prior to the student’s entry or during the first term of attendance if course credit is to be given. Students should be aware that it is their own responsibility to avoid duplicating a course for which credit may be awarded. Any duplication which results in Title IV and Veterans overpayments to the student is the responsibility of that student.

Acceptance of prior collegiate work in any circumstance should not be interpreted as a blanket policy of acceptance in all cases. The academic integrity of the institution requires that each case be judged independently. In addition, the age of the prior coursework and technology changes will need to be considered. In order for a course to transfer, a letter grade of “C” or better must have been achieved and the course must be at least 3 semester hours, 4 quarter credit hours or 90 clock hours in length. Selected courses completed more than six years prior to enrollment will not be considered for transfer of credit. However, some courses have no time limit for consideration for transfer of credit. Applicants are encouraged to request an evaluation from Student Services prior to enrollment to develop an Academic Plan. This complimentary service reviews for transferability of course credits as well as explores the applicability of nontraditional means of credit acceptance, including, but not limited to: Advanced Placement (AP), College Level Achievement Program (CLEP) tests, and the submission of a Work Experience Portfolio for review. Please refer to page 15 of this catalog for more information regarding nontraditional credit sources. The University neither guarantees nor assures that any credits taken at any other institution will be applicable to programs at American National University or that credits taken in one program at American National University will be applicable to other programs at American National University. Certain programs offered at specific campuses of American National University are programmatically accredited. Please see the University Catalog section on Approvals and Accreditation for additional information on those programs and campuses. Transfer credits for courses designated as part of the Program Core in a program which has been programmatically accredited will only be awarded if the program in which the course credit was originally earned is similarly programmatically accredited. Failing of the Placement Evaluation in Math or English negates the transfer of Business Math I (BUS110) and/or English Composition (ENG102) from prior collegiate work.

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

Students Transferring from American National University

The philosophy, purpose, and objectives of the University are to prepare students for successful careers. The objective of the institution is not to prepare students for transfer to other institutions. Therefore, the curriculums, courses, and other policies and procedures of the University have been developed to provide the most efficient and effective preparation for business life and career positions.

Students wishing to transfer to other institutions should be cautioned that those institutions each have their own policies regarding acceptance of prior collegiate work and may not recognize collegiate work at American National University as transferable. It should also be noted that in any transfer situation, regardless of the institutions involved, the acceptance of prior work is at the discretion of the accepting institution, and accreditation does not guarantee transferability.
Program Course Concentration and General Education

Each program at the University is divided into two areas of concentration: Program Core and General Education. The Program Core satisfies the curriculum concentration. The course listings are on pages 64-99 for each specific program.

For successful completion of the Associate’s degree programs, a student must complete 24 credit hours of General Education courses. The student must select at least one course from each discipline required:

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

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

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

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

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

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

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

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

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

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

**Physical/Natural Science**
- BIO101  Introduction to Biology
- BIO201  Basic Anatomy and Physiology I
- BIO202  Basic Anatomy and Physiology II
- CHM105  General, Organic Biochemistry
- ENV101  Environmental Science
- PER330  Personal Health

*ANU-KY is no longer enrolling in Bachelor degree programs*
Numbering of Courses

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

Program Revisions and Course Substitutions

American National University reserves the right to change its curricula, course content, subject matter, tuition, fees, academic policy, administrative policies, and other aspects of the education provided or of the institution itself. In all cases, appropriate notice shall be given to concerned parties and regulatory agencies.

Curriculum revisions and other academic changes are ongoing. Revisions are made for the benefit of the student, ensuring he or she receives the most current information and material possible.

Adjustments to the requirements of published curricula may be made at the discretion of the University for individual students as long as the intent and overall content of the program of study are not significantly altered.

While neither encouraged nor routine, students occasionally request to substitute one course in their chosen program of study for another course approved as part of another program. Should students choose to request a course substitution, they should consult their Campus Director to ensure that the substitution is a good fit for their current curriculum and career goals.

Student requests to take a course as a substitution must be reviewed and approved by the Vice President of Academic Affairs of the programmatic area in which the student is enrolled.

Code of Academic Integrity

American National University, in an effort to promote an atmosphere conducive to intellectual fulfillment, commits itself, the administration, faculty, and student to the maintenance of the highest possible standards of academic integrity. These members of the American National University community have the responsibility and obligation to adhere to and uphold the standards of academic integrity outlined below.

The members of the American National University community are pledged to academic honesty. As academic honesty is considered to be the keystone of the educational enterprise, any form of dishonesty is considered to be an affront to the entire University community. Academic dishonesty is any form of giving, taking, or prescribing of information or material with intent to gain an unfair advantage in an academic setting. Forms of dishonesty include, but are not limited to, plagiarism, cheating, self-plagiarism, poor scholarship, or misrepresenting academic engagement.

- Plagiarism is defined as representing words, ideas, or other works of another individual or entity as your own without giving proper credit to the original author or source.
- Cheating is defined as using or attempting to use unauthorized materials, information, study aids, or computer-related information.
- Self-Plagiarism is defined as submitting previously submitted course work that may or may not have received academic credit, without prior approval of faculty.
- Poor scholarship is defined as an incorrect attempt to give credit to or document the use of an external source.
- Misrepresenting academic engagement is defined as intentionally logging onto the learning management system without meaningfully engaging in academic activities for the purpose of demonstrating attendance.

Enforcement of this policy is the responsibility of faculty and staff. The University takes disciplinary action which may include receiving an incomplete or failing grade,
expulsion from the course, or expulsion from the University. The student may submit a written appeal to the Academic Review Committee following the University’s grievance policies to have an action reconsidered. The decision of the Academic Review Committee is final.

Drop/Add Period
A student may drop/add (dropping a class and replacing it with another) within five class days, beginning with the first day of scheduled classes, or add a class within the same time frame as long as it is approved by the Dean or Program Director. A student not attending a class session within the first two weeks of a term may be automatically withdrawn from that class and/or the University. Specific rules apply for online students. Please check with your campus director for details.

Withdrawals
A student who withdraws from a class at or before the end of the fourth week of the term will receive a “W” grade, which will not affect his or her overall grade point average. However, a “W” does count toward total attempted hours. (See Standards of Satisfactory Academic Progress on page 23 for further information.)

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

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

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

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

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

Course Incompletes
An “I” will be given when a student is prevented from taking the final examination by sickness or emergency. The “I” must be approved by the office of the Campus Director. Such an “I” must be removed at the convenience of the instructor within the first 30 days of the next term. Students must complete their externship in a time frame approved by their instructor and Campus Director. During the period an “I” is assigned, the “I” is calculated with “0” quality points. After completion of the final exam, a letter grade is assigned and calculated into the student’s overall grade point average. If the final examination is not taken within the required time, a “0” is calculated into the final grade for the class. The “I” grade does count as attempted hours for the purpose of Standards of Academic Progress.
No Grade Assigned
A “G” will be given when an instructor does not assign a grade to a student by the due date of the final exam for the term. The Campus Director is responsible for having the correct grade assigned by the Friday of the first week of the next term. During the period a “G” is assigned, the “G” is calculated with “0” quality points and it does count as attempted hours for the purpose of Standards of Academic Progress.

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

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

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

Grading Scales
In all subjects (with the exception of Nursing and Emergency Medical Technology courses), the following grading scale is used:

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>POINTS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>84-93</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>74-83</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>64-73</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>63 and Below</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Nursing and Emergency Medical Technology courses Grading Scale

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>POINTS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>82-89</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>77-81</td>
<td>Average</td>
</tr>
<tr>
<td>F</td>
<td>Below 77</td>
<td>Failure</td>
</tr>
</tbody>
</table>
### Grading and Quality Point System

In all subjects, the following letter designations are used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (4 PTS)</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>TA (4 PTS)</td>
<td>4</td>
<td>Transfer Excellent</td>
</tr>
<tr>
<td>B (3 PTS)</td>
<td>3</td>
<td>Above Average</td>
</tr>
<tr>
<td>TB (3 PTS)</td>
<td>3</td>
<td>Transfer Above Average</td>
</tr>
<tr>
<td>C (2 PTS)</td>
<td>2</td>
<td>Average</td>
</tr>
<tr>
<td>TC (2 PTS)</td>
<td>2</td>
<td>Transfer Average</td>
</tr>
<tr>
<td>D (1 PT)</td>
<td>1</td>
<td>Below average but passing</td>
</tr>
<tr>
<td>TD (1 PT)</td>
<td>1</td>
<td>Transfer Below Average but passing</td>
</tr>
<tr>
<td>F (0 PTS)</td>
<td>0</td>
<td>Failure</td>
</tr>
<tr>
<td>FS</td>
<td>(No Academic Value)</td>
<td>Failure to Meet Enrollment Standards</td>
</tr>
<tr>
<td>I (0 PTS)</td>
<td>0</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>(No Academic Value)</td>
<td>Withdrew</td>
</tr>
<tr>
<td>WP (0 PTS)</td>
<td>0</td>
<td>Withdrew Passing (Prior to April 10, 2017)</td>
</tr>
<tr>
<td>WF (0 PTS)</td>
<td>0</td>
<td>Withdrew Failing</td>
</tr>
<tr>
<td>R</td>
<td>(No Academic Value, Highest Grade Calculated into CGPA)</td>
<td>Repeated Course</td>
</tr>
<tr>
<td>RDROP</td>
<td>(No Academic Value, Highest Grade Calculated into CGPA)</td>
<td>Repeated Drop Course</td>
</tr>
<tr>
<td>T</td>
<td>(No Academic Value)</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>NC</td>
<td>(No Academic Value)</td>
<td>Refresher Course</td>
</tr>
<tr>
<td>Y</td>
<td>(No Academic Value)</td>
<td>Advanced Placement Evaluation after July 1, 1995</td>
</tr>
<tr>
<td>P (4 PTS)</td>
<td>4</td>
<td>Advanced Placement Evaluation prior to July 1, 1995</td>
</tr>
<tr>
<td>LW</td>
<td>(No Academic Value)</td>
<td>Life Experience Credit</td>
</tr>
<tr>
<td>G (0 PTS)</td>
<td>0</td>
<td>No Grade Assigned</td>
</tr>
<tr>
<td>X, XA, XB, XC, XD</td>
<td>(No Academic Value)</td>
<td>No Transfer Credit</td>
</tr>
<tr>
<td>PP</td>
<td>(No Academic Credit)</td>
<td>Pass</td>
</tr>
<tr>
<td>FF</td>
<td>(No Academic Credit)</td>
<td>Fail</td>
</tr>
<tr>
<td>AU</td>
<td>(No Academic Value)</td>
<td>Audit Class</td>
</tr>
</tbody>
</table>

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

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

SAP Calculation

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

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

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

Maximum Time Frame/Rate of Completion

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

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

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

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

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

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

36-Credit Hour Program:
Students who have attempted 1–17 credit hours must have a CGPA of 1.0 and have successfully completed one-fourth of the hours attempted.

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

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

**48-Credit Hour Program:**
Students who have attempted 1-23 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

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

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

**96-Credit Hour Program:**
Students who have attempted 1-35 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

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

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

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

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

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

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

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

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

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

Reinstatement Following Institutional Dismissal

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

Leave of Absence

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

Withdrawals

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

Courses from which a student has withdrawn and received a “WP” or “WF” grade will affect the student’s CGPA as well as their maximum time frame for completion and successful course completion.

Course Incompletes

A student receiving an “I” (incomplete) has 30 days after the start of the next term to complete their final exam. For the period of time the student has received an “I” grade it will affect the student’s CGPA as well as their maximum time frame for completion and successful course completion. After completion of their final exam, a letter grade is assigned and calculated into the student’s overall CGPA. A student not completing their final exam will receive a “0” for the exam, and it will be calculated into their final grade. (See “Grading and Quality Point System” on page 22.) The final grade will affect the student’s CGPA as well as their maximum time frame for completion and successful course completion.

Repetitions

See page 20 of catalog.
Non-Degree Credit Courses  
(Preparatory Courses)

Preparatory courses (Math and English) are calculated into the student’s overall grade point average and the student’s maximum time for completion and successful course completion. However, the courses do not count toward completion of the individual program requirements. Students required to take preparatory courses will have their time for completion extended and a tuition fee for the preparatory courses will be charged. (See “Tuition Fees and Charges” on page 45.)

Change Programs and Additional Degrees

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

Application of Standards

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

Graduation

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

In order to be eligible for graduation, the student must complete all courses outlined in the program with the required number of credits. (See “Career Programs” on page 64-99) Additionally, students enrolled in the Bachelor’s program must complete a minimum of 56 credit hours after enrollment in the Bachelor’s program.

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

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

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

Transfer of Credit

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

Conduct/Dismissal Policy

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

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

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

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

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

Code of Computing Conduct

Educational Computing Facilities (ECF) are intended to support the academic mission and the administrative functions of American National University. This Code of Conduct states the principles regarding the use of ECF. They complement and supplement rather than replace other policies concerning appropriate conduct of staff and students.

The policies controlling acceptable behavior at the institution are implicitly extended to cover the use of the ECF. The impersonal aspect of computers should not be taken as an excuse or reason for people’s interactions with others to be anything but well-mannered, ethical and legal.
For example, if it is unacceptable to display a sexually explicit poster in a public room, it is similarly unacceptable to display such an image on a publicly visible computer screen. Unsolicited, wide distribution of mail or messages should be carried out only if there is a reasonable expectation of interest by the recipients. Even in those cases, care must be taken to ensure that the messages do not overwhelm systems.

Educational Computing Facilities include any computer, computer-based network, computer peripheral, operating system, software or any combination thereof, owned by the institution or under the custody or control of the institution.

The ECF include stand-alone workstations and network-attached systems as well as central servers. This Code also specifically applies to access to ECF via telephone lines, the internet, or other remote access mechanisms.

The following principles apply to all of the institution and institutional staff, institutional students and other users of the Educational Computer Facilities. Users shall:

1. Be responsible for using these facilities in an effective, ethical and lawful manner.

   This policy states that individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible such actions and may be held accountable for all results and repercussions of such actions.

   Be aware that wasteful or inefficient use of resources may incur significant expense for the institution or result in a reduction in service to other users.

2. Use only those facilities for which they have authorization, whether these facilities are at the institution or at any other location accessible through a network.

   Normally, ECF systems require explicit authorization. Authorization based on the provision of false or misleading information is not valid.

3. Take all reasonable steps to protect the integrity and privacy of the ECF including software and data.

   In particular, users shall not share with others the access codes, account numbers, passwords or other authorization which have been assigned to them.

   Users are encouraged to report any violations of this policy and any information relating to a flaw in or bypass of computing facility security, to the appropriate Instructor, Campus Director, and Department Head or to the Campus Support Information Technology Department. Such security “holes” must not be “tested” without proper authorization. Turning a blind eye to potential violations or system flaws may allow your privacy or access to be jeopardized.

   In this and following sections, “access code” represents the username, account, sign-on ID, password or whatever system-dependent mechanisms are used to gain access to particular facilities.

   By allowing your access code to be used by others, you risk compromising the security and integrity of the ECF. As described in several later sections, much software which the institution utilizes requires that all actions be identified and traceable. For these reasons, if you do allow your access code to be used by others, you are responsible for all usage and activities carried out with the code.

   Allowing unauthorized access to ECF indirectly is similarly prohibited (such as allowing access to a private computer at home, where this computer in turn provides access to ECF).

   A computer or terminal logged on and unattended in an accessible location is particularly vulnerable.

   Some system management functions require that all those responsible for such functions share a single access code. Similarly, specific access codes are at times allocated to allow several people performing a common function to receive email. The use of such shared codes must be restricted to the intended purpose. Other usage by the same people should be through single-user access codes.

4. Respect the copyrights of the owners of all software, media and data they use.
Most of the programs made available on the ECF are copyrighted. Copyright law specifically prohibits copying of any software except as explicitly allowed in the usage agreement. Copyright law also provides similar protection for data and text.

Unless the software explicitly states otherwise, ALL software is copyrighted, even those normally referred to as shareware or freeware. Individual license agreements detail the exact rights and limitations.

Media files such as music and video files are also subject to copyright protection. Unauthorized downloading of such files, including unauthorized peer to peer sharing of copyrighted material is specifically prohibited.

Unauthorized use, sharing or distribution of copyrighted material may subject the user to criminal and civil penalties, including fines, incarceration, money damages payable to the copyright owners, and attorneys' fees. In addition the institution may take disciplinary action against users who violate these prohibitions which may include suspension or termination of employees, and suspension or disenrollment of students.

5. Respect the policies established by the administrators of external networks such as GAPS, COD, ED Connect, WestLaw, and various virtual library networks when using such networks. They shall also respect the policies established by the administrators of local computing facilities at the institution.

The use of networks external to the institution must comply with the policies of acceptable use promulgated by the organizations responsible for those networks. This Code of Conduct hereby specifically incorporates these external policies. Adherence to this code ensures compliance with the policies of our associated networks.

6. Respect the privacy of others. This includes, but is not limited to, respecting the confidentiality of email, files, data and transmissions.

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C. § 1232g. No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and the institution regulations.

The ability to access information does not imply permission to access it. Specifically, having read-access to a file does not mean that you may read it. You should not browse, view, print, copy or execute someone else's directories or files (either manually or program-assisted) without explicit permission. This also applies to floppy disks and tapes and similar storage media.

There may be cases where supervisors must access an employee's mail or files to get specific job-related materials or conduct business. For example, an urgent memo must be sent, but the staff member who typed it is ill. The need to respond to business-related email is another example. In all cases, unless prior arrangements have been made, reasonable effort to ask the employee's permission must be made.

Access codes allocated for specific purposes may be designated as “non-private.” In such cases, no data stored under the code may be considered for the private use of the individual to whom the code is allocated. Prior notice of such designation must be given.

7. Refrain from using ECF for unauthorized commercial activities.

As with other institution resources, the use of the ECF for private, commercially oriented applications is forbidden without appropriate authorization. Use for institution-related private activities is often permitted. For example, running an unauthorized business, doing tax returns or sending e-mail soliciting donations for a non-institution-related entity are clearly not allowed. On the other hand, use by a student for writing a resume is quite acceptable. If in doubt, check with the appropriate Instructor, Campus Director, Department Head, Executive Vice President or Executive Director.

8. Refrain from using ECF for any unauthorized or illegal purposes. Such purposes might include destruction or alteration of data owned by others, interference with legitimate access to computing facilities or harassment.
of users of such facilities at the institution or elsewhere, unauthorized disruption of ECF, attempts to discover or alter passwords or to subvert security systems in ECF or in any other computing or network facility.

The law prohibits unauthorized use of computers; unauthorized access to information or programs; destruction or alteration of data or interference with lawful access to data and the use of a computer system with the intent to commit any of the above.

Intentional introduction of any computer virus, Trojan horse, worm or similar software is an explicit violation of this principle.

Any unauthorized action which intentionally denies or obstructs access for another legitimate user to ECF is forbidden.

9. Properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the ECF or in establishing connections from the ECF.

All transmissions must be identifiable by the institutional staff. That is, they must include your access code. Similar rules are imposed by many external networks. You are encouraged to ensure that your name (in addition to access code) is also attached to all applicable messages. It is specifically forbidden to attempt to mask your real identity or intentionally originate a message masquerading as someone else.

By convention, most systems offering “anonymous FTP” services request that you enter your network address as a password. Users must comply with this convention.

Users do not have a right to privacy when using ECF.

Users do not own accounts on the institution computers but are granted the privilege of use of accounts owned by the institution. Users have no ownership rights or reasonable expectation of privacy right regarding computer communications and data stored on institution computers or accessed through institution accounts.

Institution officials have the right to access electronic files, including e-mail files, for any purpose deemed reasonable by them in their sole discretion.

Any violation of this Code may be prosecuted in conformity with the relevant institution policy (Code of Student Conduct, personnel policies, etc.) as well as applicable criminal and civil laws.

**Conflict of Interest Policy**

A conflict of interest arises with respect to activities that compromise, or appear to compromise, an employee’s judgment in performing his or her University duties. These conflicts can arise when an employee, or a member of his/her family (as defined below) has an existing or potential personal, financial or other interest that: (a) impairs or may reasonably appear to impair his/her independence of judgment in the discharge of responsibilities to the University; or (b) may result in personal gain or advancement at the expense of the University. The integrity of the University must be protected at all times, both in actuality and appearance. Conflicts of interest therefore must be: (1) disclosed, (2) eliminated or (3) properly managed.

Many outside activities in which an employee may wish to engage, such as certain outside employment, private activities, involvement in public organizations, public service, and political involvement, present no conflicts of interest and can enhance the reputation of the University. When engaging in an otherwise permissible endeavor or activity, the employee must nonetheless make clear when she or he is acting as a private individual rather than as a representative of the University. In this regard, employees must abide by the terms of the University policies governing use of trademarks and use of the University name, symbols, letterhead.

Certain situations give rise to a possible conflict of interest and must therefore be disclosed so that they may be either ruled out as conflicts or handled under the conflicts management process. This is not an all-inclusive list rather examples of conflicts.

- Negotiating or authorizing on behalf of the University a contract or other business transaction for services, goods,
or products, from a company or enterprise in which the employee or a member of the employee’s family has a substantial financial interest or management position known to the employee.

- Accepting external employment or consulting contracts during a period of ANU employment that conflict with the employment at ANU.
- Accepting any form of remuneration, financial or otherwise, for endorsement of the products or services of a business or individual where a UVM title or employment is an express or implied aspect of the endorsement.
- Disclosing, or otherwise using on an unauthorized basis, University confidential or proprietary information to which the employee has access in the course of University duties.

Conflicts of Interest Resolution Procedure

I. Any activities that may be considered a conflict of interest must be promptly, and in advance of the proposed activity, disclosed in writing by an employee to his or her immediate supervisor, under the procedures described below. Addressing conflicts and developing strategies to manage them may require steps such as:

1) no action required beyond the disclosure;
2) development of a conflicts management plan memorialized in writing;
3) modification of University responsibilities, as mutually agreed, under applicable policies;

II. Violation by an employee of prohibited conflicts may lead to serious disciplinary action, up to and including dismissal.

Reporting of Possible Policy Violations

Supervisors are required to investigate promptly, possible violations of the conflict of interest policy to the employee’s supervisor.

Grievance Policy

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

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

1. A complaint should be filed in writing with the Program Director with responsibility for the program of study in which the student is enrolled. The complaint should contain the name, address, telephone number, and email address of the student filing the complaint, a brief description of the circumstances giving rise to the complaint, and written statements from all other persons involved in the complaint who wish to be heard. The complaint should be filed by email to StudentAcademicAppeal@an.edu.
   a. A complaint should be filed within thirty (30) days of an alleged incident or one (1) week after the complainant becomes aware of the circumstances giving rise to the complaint, whichever is later.
   b. The Program Director will investigate the complaint, making a determination, and take such action as he or she deems appropriate within 10 days of receiving the complaint.

2. If the complainant is not satisfied with the determination or action of the Program Director, he or she may make a written appeal within thirty (30) days of the determination or action of the Program Director to the Executive Vice President for Academics for complaints which relate to academic issues, or to the Executive Vice President for Operations for all other complaints. The appeal should be filed by email to FormalGrievance@an.edu.
a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the Program Director to be in error.

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

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

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

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

Sexual Misconduct Policy

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

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

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

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

Definitions

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,

2. Submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch.
Sexual Violence is any sexual act that is perpetrated against someone’s will. Sexual Violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, domestic violence, dating violence, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

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

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

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

Victims’ Rights Under Sexual Harassment Policy

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

Sexual Misconduct Grievance Procedures

In addition to the general procedures set forth above, the institution is required by Title IX of the U.S. Code, the Violence Against Women Act, and Department of Education regulations to establish specific procedures in the event of complaints involving gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking.
1. Definitions.
   a. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Some examples of sexual harassment include, but are not limited to:
      i. physical assault;
      ii. unwanted sexual advances, requests for sexual favors or propositions of a sexual nature;
      iii. direct or implied threats that submission to sexual advances is a condition for employment promotion, good grades, recommendations, etc.
      iv. unwelcome verbal or physical conduct of a sexual nature which an individual regards as undesirable or offensive, including, but not necessarily limited to, sexually explicit jokes, statements and questions or remarks about sexual activity or experience.
   b. Sexual Violence is any sexual act that is perpetrated against someone’s will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

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

   a. Upon receiving a report, American National University (“the University”) will respond promptly, equitably, and thoroughly.
   b. A student or employee who reports an incidence of prohibited activity, whether the offense occurred on or off campus, will be given a written explanation of his or her rights and options. Victims of sexual offenses are strongly encouraged to examine all options available to them.
   c. Victims wishing to confidentially report an offense for inclusion in the annual security report should go to the Anonymous Reporting of Crime web address: http://www.an.edu/documents-library/about/consumer-disclosure/crime-tip/.
   d. In addition, the University will take steps to prevent the recurrence of the alleged sex and gender-based misconduct and correct its effects, as appropriate.
   e. Individuals reporting criminal acts of sexual or gender-based misconduct may also choose to file a report with the local authorities. The University system and police/legal system work independently from one another. Individuals can file reports with the University, or with local authorities, or with both systems. If requested, the Title IX Coordinator may assist in the notification of local law enforcement authorities if the victim so chooses. Similarly, the victim may choose to decline such a notification.

3. Retaliation
   Any attempt by a member of the University community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is prohibited. Any person who believes that he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of policy and will be subject to the appropriate discipline process.
4. Interim Measures
   During the investigation and until resolution of the matter, interim measures may be issued, including but not limited to: restrictions on contact between the Complainant and the Respondent, bans from areas of campus, and/or appropriate changes in academic or employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

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

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

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

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

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

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

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

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

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

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

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

   Title IX Coordinator – (540) 769-8200
U.S. Department of Education, Office for Civil Rights
http://www.ed.gov/ocr

New York—Region II
32 Old Slip, 26th Floor
New York, NY 10005
Telephone: 646-428-3800
Email: OCR.NewYork@ed.gov

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

Additional Avenues of Resolution

Should any grievance not be resolved at the University level, the student may contact The Accrediting Council for Independent Colleges and Schools at 750 First Street, NE, Suite 980, Washington, DC 20002, (202) 336-6780.

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


University Security

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

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

Inclement Weather Policy

In the event of adverse weather, the following procedures will be followed:

Our first concern is the safety of our staff, faculty, and students. Every effort will be made to hold classes. Each individual must make his or her own decision as to whether or not to travel during inclement weather. Announcements regarding delays or cancellations will be made on e2Campus, as well as local television and radio stations.

Each American National University campus location participates in e2Campus, an emergency alert system that allows students to receive emergency notifications via email and text message. Students can sign up for this optional alert system by going to e2Campus and clicking “User Sign Up.” From there, students can follow the on-screen instructions to register and create an account.

Parking Policy

1. Visitors’ Parking - Reserved for visitors ONLY. Students may not park in parking spaces identified for visitors.

2. Handicapped Parking - Marked and located near campus entrances.

3. General Parking - Open at all times and free to all students, faculty, and staff.

Your assistance is requested in order to ensure that everyone has access to a parking space. Cars should be parked in a courteous manner, using only one space, avoiding yellow areas, and not blocking passages.
Dress Policy

All members of the American National University community are asked to observe basic standards regarding appropriate dress. These standards are based on principles of neatness, cleanliness, and tasteful modesty for an academic setting. We frequently have business people and guests on campus; many of these people are potential employers. We wish their opinion of our general student population to be completely positive.

A American National University student should always be neat and presentable. His or her hair style should be kept neat and clean. Shorts may be worn providing the hemline is not excessively short. Jeans are acceptable as long as they are clean and in good condition. In general, any dress that is considered inappropriate for an academic setting is also prohibited. Staff and faculty members may enforce this dress policy as necessary.

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

Some programs may have a dress code for specific courses.

Children On Site

American National University understands that many of our students are also parents and realizes that sometimes parents must bring their children on a campus. Please remember that your campus is an educational environment; whether you are there for class or to conduct other business, you should at all times refrain from any activity which could be disruptive to your fellow students, faculty, and staff. In particular, children should never be brought into classrooms, labs, or libraries regardless of age. In other non-academic areas of the campus, children should be in the company of a parent and properly supervised at all times.

Mobile Phones and Other Communication Devices

Students may possess a mobile telephone or other communication device on University property, provided the device is in silent mode during class. If students are caught using communication devices during class and are causing a disruption, the instructor may and should confiscate the device and return it at the end of class. If the infraction occurs more than once during a term, disciplinary action will be taken for those failing to comply with this policy.

Tobacco Policy

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

Substance Abuse Prevention Program

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

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

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

**Attendance Policy**

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

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

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

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

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

Note: The University monitors attendance using both the Class Hours Missed and Consecutive Days Missed policies. Students are withdrawn from the University at the point they fail to meet the requirements of either policy. Effective Term 173 (April 10, 2017) students enrolled in online classes will only follow “Policy II: Consecutive Days Missed.”

### Policy I: Class Hours Missed

(Applicable to Each Individual Ground and Video-Conferencing Course)

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

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

- Students taking classes that meet for nine hours per week may only miss a total of 32 instructional hours per term. Students who are absent more than 32 hours will be automatically withdrawn from the class.
- Students taking classes that meet for ten hours per week may only miss a total of 36 instructional hours per term. Students who are absent more than 36 hours will be automatically withdrawn from the class.
- Students taking classes that meet for eleven hours per week may only miss a total of 40 instructional hours per term. Students who are absent more than 40 hours will be automatically withdrawn from the class.
- Students taking classes that meet for twelve hours per week may only miss a total of 44 instructional hours per term. Students who are absent more than 44 hours will be automatically withdrawn from the class.
- Students taking classes that meet for thirteen hours per week may only miss a total of 48 instructional hours per term. Students who are absent more than 48 hours will be automatically withdrawn from the class.
- Students taking classes that meet for fourteen hours per week may only miss a total of 52 instructional hours per term. Students who are absent more than 52 hours will be automatically withdrawn from the class.
- Students taking classes that meet for fifteen hours per week may only miss a total of 56 instructional hours per term. Students who are absent more than 56 hours will be automatically withdrawn from the class.
week may only miss a total of 26 instructional hours per term. Students who are absent more than 26 hours will be automatically withdrawn from the class.

- Students taking classes that meet for eight-and-a-half hours per week may only miss a total of 28 instructional hours per term. Students who are absent more than 28 hours will be automatically withdrawn from the class.
- Students taking classes that meet for nine per week may only miss a total of 29 instructional hours per term. Students who are absent more than 29 hours will be automatically withdrawn from the class.

Policy II: Consecutive Days Missed (Applicable to Each Individual Online, Ground and Video-Conferencing Course)

After missing 14 consecutive days (including weekends), the University will contact the student to determine the student’s intentions. The student will inform the University that their intention is to return to class(es) or not return to class(es). Students who do not intend to return will be withdrawn from the class(es) immediately. If the student informs the University that they plan to return to class(es), the student will inform the University of the date they plan to return. If the student does not attend on that date, the student will be withdrawn from the class(es). Note that for ground and video-conferencing courses the student may not return if the number of allowable absences according to the Class Hours Missed policy has been exceeded.

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

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

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

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

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

**Refresher Privileges**

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

**Changing Programs**

Students who wish to change their program of study must make a written request using the Student Request form. Such requests are reviewed and approved by the Campus Director. Students should be advised that any change to their program may delay their graduation date. Any additional financial obligation incurred is the responsibility of the student.

The University reserves the right to change or discontinue any program or instruction at any time it deems advisable. Every effort is made to ensure that student objectives are not disturbed if such a change occurs. Students whose program changes while they are attending may have the option to remain in the current version of the program if it is more advantageous for them to do so.

**Withdrawal**

The University reserves the right to at any time require the withdrawal of any student. Any student determined to be unwilling to abide by college rules, regulations or policies may be dismissed and withdrawn from enrollment at the college. Any student so dismissed may appeal his or
her dismissal by filing a grievance in accordance with the University's Grievance Policy set forth on page 31 of this catalog.

Refunds and Adjustments

Students should meet with an administrator prior to withdrawing. In many cases, an exit interview is required.

A student shall be financially obligated for tuition charges once he or she has completed all of the following enrollment steps:

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

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

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

Refund Calculations Procedures

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

1. **Refund Policy**

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

   1. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid for tuition or other instructional charges for the period of enrollment or to be paid by or on behalf of the student for the period of enrollment.

   2. If after classes have commenced and before expiration of 25% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 75% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.

   3. If after the expiration of 25% or more but less than 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 50% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.

   4. If after expiration of 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will be obligated for 100% of the tuition, fees and other charges assessed by the institution.

   5. Students withdrawing due to serious illness or injury accompanied by documentation may be entitled to a refund settlement.

2. **Return of Title IV Funds**

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

Order of Return of Title IV Funds and Title IV Overpayments

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

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

In the event that federal regulations require a student to return unearned Title IV funds, such funds are to be returned to the appropriate source in the order listed above, except that Title IV overpayments due to the federal loan programs are to be made in accordance with the terms of the promissory note. Students who are required to return unearned Title IV funds and who do not do so may lose eligibility for subsequent financial aid.

How Earned Financial Aid is Calculated:

The amount of federal financial aid a student earns is determined on a pro-rated basis. The Financial Aid Office uses the following Department of Education formula to determine the percent of unearned aid that has to be returned to the federal government:

For Students in Credit Hour Programs:

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

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

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

3. Order of Refunds

If a credit balance exists on a student’s account after funds have been returned due to the application of the Return of Title IV Funds Policy, or if a refund is payable due to the application of the institution’s Refund Policy, any such credit balance or refund will be paid as set forth below:

1. Any amount attributable to the student will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.
2. Any amount attributable to institutional loans, grant, or scholarship programs shall be paid to
such programs, up to the amount received for the enrollment period from which the student withdrew.

3. Any amount attributable to Title IV fund sources will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.

4. Any amount attributable to state grant or scholarship programs will be paid to such programs, up to the amount received for the enrollment period from which the student withdrew.

5. Any amount attributable to private or corporate grants or scholarships will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew, unless directed otherwise by the source of the funds.

6. Any amount attributable to federal job development, workforce investment, vocational rehabilitation, or similarly purposed sources will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.

7. Any amount attributable to sources other than those listed above will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.

4. Examples of the implementation of these refund policies are available upon request by writing to:

University Refund Examples, P.O. Box 6400, Roanoke, VA 24017.

5. Refund Procedures

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

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

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

Veterans Administration Refund Procedure

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

Cost and Financial Planning

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

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

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

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

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

UNDERGRADUATE TUITION – Per Term (in-state and out-of-state students) with the exception of Military (Active and Reserve) and Veteran students.

Full-time (16 credit hours): $6,592
Full-time (12 credit hours): $4,944
Per Credit Hour: $412

UNDERGRADUATE TUITION – Per Term—For Military (Active and Reserve) and Veteran students

Full-time (16 credit hours): $5,072
Full-time (12 credit hours): $3,804
Per Credit Hour: $317

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

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

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

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

RETURNED CHECK FEE – $25

DUPLICATE ID FEE – $10

DIPLOMA REPRINT FEE – $50

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

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

Additional Programmatic Charges

Medical Assisting (Associate of Science degree):

PROGRAM FEE: Charged each term. $25

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

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

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

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

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

Health Information Management (Associate of Science degree):

PROGRAM FEE: Charged each term. $30

RHIT (Registered Health Information Technician) CERTIFICATION FEE: Charged when registered for HIT298. $299

The Hepatitis B Vaccine is optional for the Health Information Management program and is the responsibility of the student.
Surgical Technology and Central Sterile Processing (Occupational Associate Degree):

PROGRAM FEE: Charged each term - $70

CST (Certified Surgical Technologist) Certification Fee: Charged when student registers for SRG230 $247 (Includes AST membership study and exam as part of the Gold Bundle package).

Learning Resource-Northstar: Charged when registered for SRG110 - $50

Certified Registered Central Service Technician Certification (CRCST): Charged when registered for CSP102 - $125

Uniforms: Central Sterile Processing – ordered from online bookstore during CSP100 for three sets of scrubs and scrub jacket - $100

Uniforms: Surgical Technology – ordered from online bookstore during SRG110 for three sets of scrubs and scrub jacket - $100

The following items are required prior to admission into the program and are the responsibility of the student and not paid through the university:

- Hepatitis B vaccination: 3 injection series; Tetanus, Diphtheria, and Pertussis vaccine; MMR vaccine; Varicella vaccine; Influenza vaccine; 2 Step TB Test; Proof of Immunity (titer); Physical; Drug Screen; Criminal Background Check, American Heart Association CPR for the healthcare provider. Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the university.

Pharmacy Technician (Diploma):

PROGRAM FEE: Charged each term. $20

IN BOARD OF PHARMACY: Charged in the student’s first term. $25

UNIFORMS: Ordered from online bookstore during PTA178 (one lab jacket). $25

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

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

Medical Billing and Coding (Diploma):

PROGRAM FEE: Charged each term. $10

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

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

Emergency Medical Services – EMT (Diploma):

PROGRAM FEE: Charged each term. $60

UNIFORMS: Charged when enrolled in EMS100 for 2 Polo shirts required to be worn as instructed by the Clinical Coordinator during the clinical and field externship. $45

NATIONAL REGISTRY EMT EXAM: Students may also qualify to sit for the National Registry of Emergency Medical Technician EMT-Basic Certification Exam. The cost of the cognitive exam is $70. Practical exam fees may vary depending on the agency sponsoring the practical exam.
Emergency Medical Services – Paramedic (Occupational Associate Degree):

PROGRAM FEE: Charged each term. $70
ADMISSIONS EXAM: Paramedic - $25
UNIFORMS: Charged when enrolled in EMS122 for 3 Polo shirts and 3 sets of scrubs required to be worn as instructed by the Clinical Coordinator during the clinical and field externship. $140
NATIONAL REGISTRY PARAMEDIC EXAM: Students completing the Paramedic Associate's degree program may qualify to sit for the National Registry Paramedic Exam. The cognitive exam fee is $110. Practical exam fee is $50–$300, depending on the agency sponsoring the exam.

Emergency Medical Services – Paramedic and EMT:

The following are required for admission and are the responsibility of the student and not paid by the university (estimated costs):

- Hepatitis B Series (3 injections) - $50-$65 per dose
- Tetanus, Diphtheria, and Pertussis vaccine - $45
- MMR vaccine $60-$75
- Influenza vaccine - $15 - $40
- Varicella (chickenpox) or proof of chickenpox - $100
-Proof of Immunity (titer): $50-$90 each blood test
- 2 Step TB Test: $30-$60
- Physical: $25-$65
- Drug screen: $30-$60
- Criminal background check: $25-$50
- American Heart Association CPR for the healthcare provider: $40-$50

Phlebotomy and ECG Technician (Diploma):

PROGRAM FEE: Charged each term. $25
UNIFORMS: Ordered from online bookstore during PEC110 (three sets of scrubs and a scrub jacket). $100
National Certified Phlebotomy Technician (NCPT) Certification. $90
National Certified ECG Technician Certification. $90

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

Nursing (Associate of Science):

PROGRAM FEE: Charged each term. $250
KAPLAN ADMISSIONS TEST: Responsibility of student. $25 (Exam booklet and test) or $75 (Exam booklet, review class, and test)
UNIFORMS: Ordered from online bookstore during NUR200 (three lab jackets and three scrub pants). $100

The following are required prior to beginning the clinical rotation and are the responsibility of the student and not paid by the university (estimated costs):

- Hepatitis B Vaccine (3 injection series) - $50-$65 per dose
- MMR vaccine: $60-$75
- Influenza vaccine - $15 - $40
- Varicella (chickenpox) or proof of chickenpox - $100
-Proof of Immunity (titer): $50-$90 each blood test
- 2 Step TB Test: $30-$60
- Physical: $25-$65
- Drug screen: $30-$60
- Criminal background check: $25-$50
- American Heart Association CPR for the healthcare provider: $40-$50
Additional Costs — American National University

The cost of attending the university is not limited to charges that appear on students’ university accounts. Additional costs will vary by individual, but the following estimates may be helpful for planning purposes. These figures correspond to those used to determine eligibility for federal and state financial aid for a full-time student for one academic year (3 terms) in the 2017–2018 year.

<table>
<thead>
<tr>
<th></th>
<th>STUDENTS WITHOUT DEPENDENTS, LIVING WITH PARENTS</th>
<th>STUDENTS OTHER THAN THOSE WITHOUT DEPENDENTS LIVING WITH PARENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$3,160</td>
<td>$5,432</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,967 (all)</td>
<td>$1,967</td>
</tr>
<tr>
<td>Other Living Expenses</td>
<td>$2,016</td>
<td>$3,464</td>
</tr>
</tbody>
</table>

Financial Assistance Eligibility

Students must establish and maintain satisfactory progress toward their educational objective in order to receive and retain eligibility for financial aid. This progress is measured according to the standards found in the Standards of Academic Progress section of this catalog.

The Standards of Academic Progress for financial assistance recipients are the same as those required of other students.

Students denied financial assistance as a result of a failure to meet the published standards may subsequently have their assistance eligibility re-established by following the procedures as outlined by the Standards of Academic Progress.

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

Verification Policy

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

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

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

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

Due to the unavailability of the IRS Data Retrieval Tool, filers may provide a signed copy of the 2015 tax return that was used by the tax filer for submission to the IRS.
Non-tax filers (those who were not required to file taxes) should provide W2s to confirm the amount of their 2015 work income.

2. A 2017-18 Verification Worksheet, available through the FAO.

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

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

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

A student selected for verification will be notified of his/her verification status and required documentation by their FAO. Students should provide the requested documentation to the FAO prior to the beginning of the award year (or by the earliest term of the award year in which he or she expects to be in attendance) whenever possible. Failing to comply with this schedule may result in a delay in the receipt of federal funding, or in some cases a loss of federal funding for the award year. The institution’s deadline for 2017-18 verification is September 22, 2018, or 120 days after the last day of the student’s enrollment, whichever is earlier. Note that this deadline applies to everyone selected for verification – including those who receive a filing extension from the IRS. Notwithstanding any IRS extension dates, taxpayers must file taxes and complete verification prior to the verification deadline in order to retain any federal financial aid received for the award year.

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

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

Rights and Responsibilities of Financial Assistance Recipients

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

Students have a right to know:

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

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

Study Abroad

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

Final Financial and Academic Transactions

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

To Apply for Financial Assistance

Any student interested in attending American National University may apply for financial assistance. The types of financial aid offered at American National University are listed starting on page 51. In addition, students are encouraged to review the Department of Education document “Do You Need Money for College 2017-18” available via the Financial Aid link at www.an.edu. Students seeking financial assistance are scheduled by campus staff to meet with the Financial Aid Office and review all financing options. Students seeking to participate in federal and/or most state financial aid programs must complete the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov. Transfer students should contact the Student Services Office to determine if this step is necessary. Staff members in the Student Services Office are available to answer questions regarding the financial aid application process, student eligibility, and other financial aid-related matters.
Types of Financial Assistance

Federally Funded Grants

Federal Pell Grant

This program was established for undergraduate students with financial need who have not completed a first bachelor’s or graduate degree. Eligibility is determined according to a formula established by the federal government. Eligible full-time students may receive up to $5,920 for the 2017-18 award year. Eligible students who attend less than full-time or who attend less than the full award year are eligible to receive a reduced award. Students apply for this program by filing the Free Application for Federal Student Aid (FAFSA). The completion of the FAFSA results in the calculation of an Expected Family Contribution (EFC)*, which is used along with other factors to determine the student's eligibility for this grant. These factors include the academic year structure of the University, the student's enrollment status, and cost of attendance. Pell eligible students may receive no more than the equivalent of 12 semesters of full-time Pell disbursements during their lifetime. Additional eligibility requirements for future award years will depend on the federal rules in place at that time.

* An increased Pell amount is awarded to otherwise Pell-eligible children of soldiers whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, if the student was less than 24 years old when the parent or guardian died or was enrolled at an institution of higher education at the time of the parent or guardian's death, and who meets all other criteria for Pell Grant eligibility. Awards are made under the same terms and conditions as for Pell Grant and disbursements are calculated in the same manner as for Pell Grants.

Iraq and Afghanistan Service Grant

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

Federal Supplemental Educational Opportunity Grant

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

2017–2018 deadlines:

<table>
<thead>
<tr>
<th>Continuing Students as of 175</th>
<th>June 26, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Students in 177</td>
<td>Sept. 11, 2017</td>
</tr>
<tr>
<td>New Students in 179</td>
<td>Nov. 27, 2017</td>
</tr>
<tr>
<td>New Students in 181</td>
<td>Feb. 19, 2018</td>
</tr>
<tr>
<td>New Students in 183</td>
<td>May 7, 2018</td>
</tr>
</tbody>
</table>
Institutional Grants and Scholarships

Allied Health Care Worker Scholarship

The Allied Health Care Worker Scholarship is awarded and funded by American National University. It is available to new students (not continuing or re-entry students) at the Pikeville campus only who are employed at the Pikeville Medical Center. This scholarship will only be available for a limited timeframe.

Terms 175, 177, and 179. Award is equal to $50 per credit hour. Employment must be verified via employee pay stub each term. To maintain eligibility for the scholarship, students must be continually enrolled and meet all academic standards of their individual program. In addition, students must maintain a minimum cumulative GPA of 2.0 or that required by their program, whichever is greater.

Armed Services Recognition Grant

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

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

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

Recipients are evaluated annually for continued eligibility.

Blue Ribbon Grant

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

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

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

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

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

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

**Fast Track Grant**

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

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

**Private Loan Supplemental Grant**

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

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

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

Award: The maximum grant amount is equal to 40% of the amount of the private loan required to fund their education.

The University has allocated $600,000 to fund this grant program for the 2016–2017 award year. Continued eligibility is determined at the time of reapplication.

**Business Partnership Grant**

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

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

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

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

**Friendship Grant**

The Friendship Grant is funded by American National University and is available to students who are transferring from ITT Technical Institute, Brown Mackie College or Med Tech to the ANU campus in Lexington, KY. The grant is made for the amount of unpaid direct costs after the application of other financial aid sources to students’ accounts, or $50 per credit hour, whichever is less.

Friendship Grant funds may not be used in conjunction with the University Grant.
**American National University Opportunity Grant**

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

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

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

**Evolution Grant**

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

**Workforce Development Grant**

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

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

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

**Joseph E. Hurn Scholarship**

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

To qualify for the scholarship, students must:

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

Eligibility Evaluation:

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

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

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

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

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

President’s Grant

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

State Funded Grants and Scholarships

College Access Program

This program is funded by the state of Kentucky for Kentucky residents who have not completed a first Baccalaureate degree, who are attending college in Kentucky, and are enrolled in at least a two-year degree program. Students apply by filing the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1st, as funding availability may expire prior to the state aid deadlines published on the FAFSA. Students must be enrolled on at least a half-time basis and have a 2017-18 Expected Family Contribution that does not exceed $5,328. Eligibility for this program is based, in part, on financial need, and award amounts are determined by state legislative approval. The maximum award for the 2017–18 award year is $1,900. Students may access http://www.kheaa.com for more information and to register for Zip Access in order to review their individual award information. Eligibility for subsequent award years will depend on the awarding criteria set forth by the state.

Go Higher Grant

This program is funded by the state of Kentucky, giving Kentucky residents age 24 or older who are completing their first undergraduate degree or certificate and are attending on a less than half-time basis up to $1,000 for one academic year. Students must have financial need in order to qualify. To apply, students must complete a Go Higher Grant application and the Free Application for Federal Student Aid (FAFSA). For priority consideration, both should be completed as soon as possible after October 1st. Students may access www.kheaa.com for more information and to access the Go Higher Grant application. Eligibility for subsequent award years will depend on the awarding criteria
set forth by the state.

**Kentucky Educational Excellence Scholarship**

This merit scholarship is funded by the state of Kentucky for Kentucky residents who are Kentucky high school graduates, GED recipients or who completed high school in a home school setting, and are attending college in Kentucky, and who have not earned their first Baccalaureate degree. Recipients must be United States citizens, nationals, or permanent residents. Award amounts are determined by the student’s academic performance in both high school and college. Certain minimum GPA requirements must be met in order to qualify. Supplemental awards may be made based on a student’s ACT or SAT score and other factors. The University submits enrollment and academic performance information to the state for eligibility consideration. Eligibility is based, in part, on enrollment status and financial need. Students may access www.kheaa.com for more information and to register for Zip Access in order to review their individual award information.

**21st Century Scholarship**

This merit scholarship is administered and funded by the state of Indiana for Indiana residents who must have earned at least a Core 40 high school diploma and completed the Scholar Success Program, including taking the Scholar’s Pledge. All scholars must have earned a cumulative high school grade point average of 2.5 on a 4.0 scale. The Scholar Success Program has requirements for each grade level of high school. Students may access scholars.in.gov for more information on these requirements. The scholarship amount may be reduced depending on the availability of funds and the availability of the student’s family to contribute to college. Students apply by filing the Free Application for Federal Student Aid (FAFSA) and by completing the 21st Century Scholars online application. The FAFSA must be received by the federal processor on or before March 10, 2017 and all FAFSA issues resolved by May 15, 2017. Students may access https://studentaid.ssaci.in.gov/ScholarEnrollment for the 21st Century Scholars application. This application should be completed by June 30 of their 7th/8th grade year of high school.

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**Federal Student Loans**

**Federal Direct Loans**

Direct student loans are made available to students attending college on at least a half-time basis through the William D. Ford Federal Direct Loan Program (through which the federal government provides funds). Within this program, there are two types of loans—subsidized loans (those subsidized by the federal government) and unsubsidized loans. A student may qualify for one or both depending on the student’s need and other factors. In general, the federal government pays interest on subsidized loans until repayment begins and during authorized periods of deferment. However, this benefit does not apply to all borrowers. See your the Financial Aid Office or refer to “Do You Need Money for College 2017-18,” a Department of Education publication, or go to www.studentaid.gov to determine whether, and under what circumstances, the interest subsidy benefit applies to you. “Do You Need Money for College 2017-18” is available on the university website, www.an.edu/admissions/financial-assistance. Students with unsubsidized loans are charged interest from the time the loan is disbursed until it is paid in full. Maximum annual loan amounts range from $5,500 for first-year dependent students to $20,500 for graduate students. Graduate students are ineligible for subsidized loans but may borrow through the unsubsidized program. Note that, effective July 1, 2013, some students’ subsidized loan eligibility is limited to a time period equal to 150% of the length of their program. Please see “Do You Need Money for College 2017-18” or go to www.studentaid.gov for more information regarding annual and aggregate loan limits and other financial aid information. Interest rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. Repayment is made in installments, generally beginning six months after a student leaves school or from the point his or her enrollment status falls below half-time. Please contact the Repayment Success Office for further information. Students may apply and access loan application and entrance counseling at https://studentloans.gov. Note that Federal Stafford Loan information is submitted to the National Student Loan Data System, and information about
the loans is accessible there to certain guaranty agencies, eligible lenders and eligible institutions of higher education. Students must complete entrance counseling prior to the disbursement of a loan to their student account.

**Federal Direct PLUS Loans**

Graduate students and parents of dependent students are eligible to apply through the PLUS Loan Program. Such loans are available for students attending the University on at least a half-time basis through the William D. Ford Federal Direct Loan program (through which the federal government provides funds). These unsubsidized loans enable borrowers to borrow up to the cost of attendance minus other aid received. Eligibility is determined, in part, upon the credit history of the borrower. Repayment is made in monthly installments until the loan is paid in full. Interest rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. Additional information is available at www.studentaid.com. Graduate students must complete entrance counseling prior to the receipt of a loan disbursement. Parent borrowers in certain, limited situations may have to complete exit counseling as well. You may contact your Student Services Office for more information. Loan applications and entrance counseling is available at https://studentloans.gov. “Do You Need Money for College 2017-18,” a Department of Education publication, provides more information regarding annual and aggregate loan limits. This may be accessed at the American National University website, www.an.edu/admissions/financial-assistance, along with other financial aid information. Note that PLUS Loan information is submitted to the National Student Loan Data System, and information about the loans is accessible there to certain guaranty agencies, eligible lenders and eligible institutions of higher education.

**Private/Education Loans**

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

**Employer Tuition Assistance Program**

Some employers encourage the professional development of their employees by providing tuition reimbursement to their employees. Students can contact their employers to see if they currently have or are willing to develop an Employer Tuition Assistance Program. The University will partner with employers to increase the amount of tuition assistance offered through its Business Partnership Grant (see page 53. The University will be pleased to send information about these programs to any employer interested in learning more about our course offerings or degree requirements.

**Tuition Payment Plan**

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

**Work Study Programs**

**Federal Work Study**

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

**Institutional Work Study**

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

**Veterans Affairs Work Study Program**

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

**Other Federal Assistance Programs**

American National University is approved by the State Approving Agency for the education and training of eligible veterans and their dependents. To inquire about specific programs, contact the Student Services Office at your local campus.
## 2017 Calendar

<table>
<thead>
<tr>
<th>Term 173</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>April 10, 2017</td>
</tr>
<tr>
<td>No Classes on Campus*</td>
<td>May 29, 2017</td>
</tr>
<tr>
<td>*Make up day will be scheduled for ground classes</td>
<td></td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>June 17, 2017</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Term 175</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>June 26, 2017</td>
</tr>
<tr>
<td>No Classes on Campus*</td>
<td>July 3-4, 2017</td>
</tr>
<tr>
<td>*Make up day will be scheduled for ground classes</td>
<td></td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>September 2, 2017</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Term 177</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>September 11, 2017</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>November 18, 2017</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Term 179</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>November 27, 2017</td>
</tr>
<tr>
<td>No Classes on Campus*</td>
<td>December 24, 2017 – Jan. 1, 2018</td>
</tr>
<tr>
<td>*2 make up days will be scheduled for ground classes</td>
<td></td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>February 10, 2018</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Term 181</th>
<th>Term Begins</th>
<th>February 19, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last Day of Term</td>
<td>April 28, 2018</td>
</tr>
<tr>
<td><strong>Inter-Term Break – NO CLASSES – April 29, 2018 – May 6, 2018</strong></td>
<td>Term 183</td>
<td>Term Begins</td>
</tr>
<tr>
<td></td>
<td>No Classes on Campus*</td>
<td>May 28, 2018</td>
</tr>
<tr>
<td></td>
<td>No Classes on Campus*</td>
<td>July 4, 2018</td>
</tr>
<tr>
<td></td>
<td>*2 make up days will be scheduled for ground classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last Day of Term</td>
<td>July 14, 2018</td>
</tr>
<tr>
<td><strong>Inter-Term Break – NO CLASSES – July 15, 2018 – July 22, 2018</strong></td>
<td>Term 185</td>
<td>Term Begins</td>
</tr>
<tr>
<td></td>
<td>No Classes on Campus*</td>
<td>September 3, 2018</td>
</tr>
<tr>
<td></td>
<td>**Make up day will be scheduled for ground classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last Day of Term</td>
<td>September 29, 2018</td>
</tr>
<tr>
<td><strong>Inter-Term Break – NO CLASSES – September 30, 2018 – October 7, 2018</strong></td>
<td>Term 187</td>
<td>Term Begins</td>
</tr>
<tr>
<td></td>
<td>No Classes on Campus*</td>
<td>November 19-23, 2018</td>
</tr>
<tr>
<td></td>
<td>**Make up day will be scheduled for ground classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last Day of Term</td>
<td>December 22, 2018</td>
</tr>
</tbody>
</table>
Distance Education Courses

American National University offers flexibility with Distance Education courses. There are different types of distance education: Video conferencing classes which require a student to be on a campus and will receive instruction through a video instructor and students from other campuses, and Online Courses through the Blackboard Learning Management system.

American National University understands that students often lead a busy life. With this in mind, we offer blended programs that may include campus based classes, video conferencing classes and online classes. Our programs offer a convenient and flexible medium for learning, and they are taught by caring faculty dedicated to your success.

**Technology Requirements**

Minimum technology requirements for enrolling in an online course include:

- Desktop or laptop computer utilizing Windows 7, 8 or 10; Macintosh OS 10.9 or higher
- Broadband Internet Access
- Java version 7 or higher
- Pop-up blockers disabled
- Browser: Firefox from Mozilla version 31 or higher, Chrome from Google version 35 or higher, Safari version 6 or higher, Internet Explorer Version 11 or higher (Firefox is the preferred browser)
- Adobe Reader version 9 or higher

**Brittany Hensley**

*ANU Online*

“I don’t know where I’d be without National.”

After graduating from the Richmond, Kentucky Campus, Brittany Hensley has found a rewarding career working as a registered medical assistant. While she loves everything about her job, she’s determined to continue to advance in the medical field, so she has enrolled in the medical and health services management bachelor’s degree program through ANU Online to help her take her career to the next level. She’s pleased that she’ll be able to complete the bachelor’s program quickly, with the transfer of her credits from her associate’s degree program allowing her to enter the MHSM program at junior-level standing.
• Adobe Flash Player version 10 or higher
• Apple Quicktime Player version 7 or higher
• Microsoft Office 365 (available free to students via download)

Please note that Chromebooks are not a supported system in Blackboard. Some features of Blackboard may not work when using a Chromebook.

It is not recommended that you attempt to complete an online course using only a Chromebook, tablet or smartphone. While some features and assignments may work successfully, others will not.

Some courses may require additional software. Please check your course syllabus. Some courses will have software access codes or keys that are purchased with the textbook.

Student Portal

It is vital that students keep track of their academic performance. Students can do this by logging into the Student Portal, an online student portal. Here, students can check their attendance, grades, class schedule, and financial ledger account information. The Student Portal is also where students must complete their registration process within the published deadlines. Students should check their attendance for each course throughout the term, and students should also log into the Student Portal to review the course outline and syllabus for each of their classes. This will help students to keep track of important deadlines and assignments. Missed deadlines could result in termination of enrollment, so it is important for students to log into the Student Portal frequently!

Students can access their profile by going to www.an.edu (National College students can access their profile by going to www.national-college.edu) and clicking on Student Portal from the Quick Links Menu. New users should click on “Student Portal Homepage” and then “Create New Account.” Students’ usernames will be automatically created, but students will have the option to select their own password. If students forget their password and are unable to reset it using the “forgot password” option on the Student Portal homepage, they may email softwaresupport@national-college.edu for assistance. Students can also access the career services portal, ANU CareerConnect, by logging into the student portal. ANU CareerConnect provides career-related tools and resources essential for career success.

Blackboard Login Information

Please point your web browser to http://an.blackboard.com. Your login name will be your National Mail address (the whole thing). Your first password will be your last name with the first letter capitalized and the last four digits of your social security number. If your name is Joe Smith and your SSN is 123-45-6789, then your password will be Smith6789.
Career Programs

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

**Accounting**

*Business Administration Accounting, Bachelor's Degree. 65
*Business Administration Accounting, Associate's Degree 66

**Business Administration**

*Business Administration Management, Bachelor's Degree 69
*Business Administration Management, Associate's Degree 71
*Business Administration, Diploma 73

**Health Science**

Emergency Medical Services—Paramedic—Occupational Associate's Degree 75
Emergency Medical Technician, Certificate 77
Health Information Management, Associate of Science Degree 78

Medical Assisting, Associate of Science Degree 80
Medical Office Professional, Diploma 83
Medical Billing and Coding, Diploma 85
Nursing, Associate of Science Degree 86
Pharmacy Technician, Diploma 88
Phlebotomy and ECG Technician, Diploma 90
Surgical Technology, Associate of Science Degree 91
Surgical Technology and Central Sterile Processing, Occupational Associate Degree 92

**Information Technology**

*Network Support, Associate's Degree 95

**Multimedia Production**

*Multimedia Production, Associate's Degree 99

*Programs are no longer enrolling, check campus program listings for availability. Campus program listings on pages 104-110 of catalog.
Accounting

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

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

Vanessa Enriquez Ruiz—Accounting
Louisville Campus

“I came to this country looking for opportunities, and ANU made that possible.”

Vanessa Enriquez Ruiz, who worked as an accountant and attorney in her native country of Cuba, enrolled at ANU after finding that her education in Cuba wasn’t accepted by employers in the U.S. She completed her accounting office assistant program just a year after enrolling, and with the credentials that she needed to succeed, she was quickly hired as an accounting assistant with a local accounting firm.
**Business Administration – Accounting (BBACC) Bachelor’s Degree**

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

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

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

<table>
<thead>
<tr>
<th>Select 4 ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS101 Introduction to Business</td>
</tr>
<tr>
<td>BUS123 Practical Law</td>
</tr>
<tr>
<td>BUS125 Principles of Management</td>
</tr>
<tr>
<td>BUS217 Organizational Behavior</td>
</tr>
<tr>
<td>BUS223 Sales and Contract Law</td>
</tr>
<tr>
<td>BUS350 Managing the Small Business</td>
</tr>
<tr>
<td>BUS391 Production and Operations Management</td>
</tr>
<tr>
<td>BUS392 Purchasing and Materials Management</td>
</tr>
<tr>
<td>BUS490 Corporate Budgeting</td>
</tr>
<tr>
<td>BUS495 Strategic Management</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Written and Oral Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG102 English Composition*</td>
</tr>
<tr>
<td>ENG126 Oral Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics, Statistics, and Logic</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG215 Thinking Critically</td>
</tr>
<tr>
<td>LOG357 Logic and Critical Thinking</td>
</tr>
</tbody>
</table>

*This program is no longer enrolling students at the Lexington, KY location.*
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT101</td>
<td>Understanding Mathematics</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra</td>
</tr>
<tr>
<td>MAT220</td>
<td>Algebra and Basic Statistics</td>
</tr>
<tr>
<td>MAT419</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>HIS490</td>
<td>American Economic History</td>
</tr>
<tr>
<td>POL202</td>
<td>Political Science</td>
</tr>
<tr>
<td>PRO453</td>
<td>Parliamentary Procedures/Group Dynamics</td>
</tr>
<tr>
<td>PSY127</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSY200</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>SOC461</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>ETH205</td>
<td>Ethics</td>
</tr>
<tr>
<td>GEN241</td>
<td>Cultural Appreciation</td>
</tr>
<tr>
<td>REL330</td>
<td>World Religion</td>
</tr>
<tr>
<td>GOV340</td>
<td>American Government</td>
</tr>
<tr>
<td>HIS290</td>
<td>American History 1945–Present</td>
</tr>
<tr>
<td>BIO101</td>
<td>Introduction to Biology</td>
</tr>
<tr>
<td>CHM105</td>
<td>General, Organic Biochemistry</td>
</tr>
<tr>
<td>ENV101</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>PER330</td>
<td>Personal Health</td>
</tr>
</tbody>
</table>

**Electives (Select 3 ***):** 12 total credit hours required

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

For all courses: See course description for applicable prerequisites.

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

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

**Business Administration – Accounting (BAA) Associate’s Degree**

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACC102</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ACC110</td>
<td>Payroll Accounting</td>
</tr>
<tr>
<td>ACC115</td>
<td>Computerized Accounting</td>
</tr>
</tbody>
</table>

*This program is no longer enrolling students at the Lexington, KY or Richmond, KY locations.*
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC200</td>
<td>Principles of Accounting III</td>
</tr>
<tr>
<td>ACC201</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACC203</td>
<td>Cost Accounting I</td>
</tr>
<tr>
<td>ACC216</td>
<td>Income Tax</td>
</tr>
<tr>
<td>ACC320</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>BUS125</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUS210</td>
<td>Business Math II</td>
</tr>
<tr>
<td>COM151</td>
<td>The Microsoft® Office</td>
</tr>
<tr>
<td>ACC313</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BUS110</td>
<td>Business Math I</td>
</tr>
<tr>
<td>BUS121</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>BUS225</td>
<td>Business Communications</td>
</tr>
<tr>
<td>COM235</td>
<td>Spreadsheet Applications</td>
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</table>

**Career Support (Required)**  
20 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC313</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BUS110</td>
<td>Business Math I</td>
</tr>
<tr>
<td>BUS121</td>
<td>Principles of Economics</td>
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<tr>
<td>BUS225</td>
<td>Business Communications</td>
</tr>
<tr>
<td>COM235</td>
<td>Spreadsheet Applications</td>
</tr>
</tbody>
</table>

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

**Written and Oral Communication**

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

**Mathematics, Statistics, and Logic**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG215</td>
<td>Thinking Critically</td>
</tr>
<tr>
<td>MAT101</td>
<td>Understanding Mathematics</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra</td>
</tr>
<tr>
<td>MAT220</td>
<td>Algebra and Basic Statistics</td>
</tr>
</tbody>
</table>

**Arts and Humanities**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH205</td>
<td>Ethics</td>
</tr>
<tr>
<td>GEN241</td>
<td>Cultural Appreciation</td>
</tr>
</tbody>
</table>

**Social and Behavioral Sciences**

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

**Physical/Natural Science**

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

**Open Elective (Select 1 **)**  
4 total credit hours required

Students can pick from any course available on campus.

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

** Based on availability

For program disclosure information, please visit http://www.an.edu/programs/business-administrationaccounting-associates.
Business Administration

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

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

Students from a variety of educational and career backgrounds can take advantage of the multiple degree levels available, advancing from diploma and associate’s degree programs to more focused and specialized baccalaureate degree programs. The hallmark of the Bachelor of Business Administration program at ANU is the unique emphasis on project management that helps prepare students for the Certified Associate in Project Management (CAPM) certification through the Project Management Institute.

Bryan Taylor—Business Administration

Florence Campus

“I want to be a boss someday—I even want be my own boss. I think ANU definitely gave me the tools to succeed.”

After leaving the U.S. Navy, Bryan Taylor enrolled in the business administration-management program at ANU to gain concrete business skills that he could put right to use in the workforce. After graduating from his program, he was hired by a national hotel chain where he looks forward to building a career in hospitality management. He also hopes to one day open his own business in the hospitality industry.
*Business Administration – Management (BBAMG) Bachelor’s Degree

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

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

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

<table>
<thead>
<tr>
<th>Program Core (Required) 108 total credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101  Principles of Accounting I</td>
</tr>
<tr>
<td>ACC102  Principles of Accounting II</td>
</tr>
<tr>
<td>ACC200  Principles of Accounting III</td>
</tr>
<tr>
<td>BUS101  Introduction to Business</td>
</tr>
<tr>
<td>BUS110  Business Math I</td>
</tr>
<tr>
<td>BUS121  Principles of Economics</td>
</tr>
<tr>
<td>BUS123  Practical Law</td>
</tr>
<tr>
<td>BUS125  Principles of Management</td>
</tr>
<tr>
<td>BUS127  Organizational Behavior</td>
</tr>
<tr>
<td>BUS227  Human Resource Management</td>
</tr>
<tr>
<td>BUS228  Principles of Marketing</td>
</tr>
<tr>
<td>BUS229  Principles of Marketing</td>
</tr>
<tr>
<td>BUS350  Managing the Small Business</td>
</tr>
<tr>
<td>BUS390  Research and Report Writing</td>
</tr>
<tr>
<td>BUS391  Production and Operation Management</td>
</tr>
<tr>
<td>BUS392  Purchasing and Materials Management</td>
</tr>
<tr>
<td>BUS420  Project Management</td>
</tr>
<tr>
<td>BUS495  Strategic Management</td>
</tr>
<tr>
<td>COM151  The Microsoft® Office</td>
</tr>
<tr>
<td>COM234  Desktop Applications</td>
</tr>
<tr>
<td>COM255  Spreadsheet Applications</td>
</tr>
</tbody>
</table>

Select 5 **  A minimum of 8 credit hours must be 300–400 level

| ACC115  Computerized Accounting                         |
| ACC201  Intermediate Accounting I                      |
| ACC216  Income Tax                                      |
| ACC313  Managerial Accounting                          |
| ACC314  Auditing                                       |
| ACC320  Intermediate Accounting II                     |
| ACC418  Municipal and Institutional Accounting          |
| BUS223  Sales and Contract Law                         |
| BUS234  Financial Planning and Investment              |
| BUS386  Money, Banking and the Financial Marketplace   |
| BUS490  Corporate Budgeting                            |
| BUS499  Business Externship                            |

*This program is no longer enrolling students at the Lexington, KY or Louisville, KY locations.
**General Education**

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

<table>
<thead>
<tr>
<th>Written and Oral Communication</th>
<th>Social and Behavioral Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG102 English Composition*</td>
<td>GOV340 American Government</td>
</tr>
<tr>
<td>ENG126 Oral Communication</td>
<td>HIS290 American History 1945–Present</td>
</tr>
<tr>
<td>Mathematics, Statistics, and Logic</td>
<td>HIS490 American Economic History</td>
</tr>
<tr>
<td>LOG215 Thinking Critically</td>
<td>POL202 Political Science</td>
</tr>
<tr>
<td>LOG357 Logic and Critical Thinking</td>
<td>PRO453 Parliamentary Procedures/Group Dynamics</td>
</tr>
<tr>
<td>MAT101 Understanding Mathematics</td>
<td>PSY127 Psychology</td>
</tr>
<tr>
<td>MAT214 Algebra</td>
<td>PSY200 Human Growth and Development</td>
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<tr>
<td>MAT220 Algebra and Basic Statistics</td>
<td>SOC461 Introduction to Sociology</td>
</tr>
<tr>
<td>MAT419 Introduction to Statistics</td>
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</table>

**Arts and Humanities**

<table>
<thead>
<tr>
<th></th>
<th><strong>Physical/Natural Science</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH205 Ethics</td>
<td>BIO101 Introduction to Biology</td>
</tr>
<tr>
<td>GEN241 Cultural Appreciation</td>
<td>CHM105 General, Organic Biochemistry</td>
</tr>
<tr>
<td>REL330 World Religion</td>
<td>ENV101 Environmental Science</td>
</tr>
<tr>
<td></td>
<td>PER330 Personal Health</td>
</tr>
</tbody>
</table>

**Electives (Select 4 **)**

16 total credit hours required

To be selected in consultation with the Academic Advisor to complete the Baccalaureate degree and complement individual areas of interest.

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

** Based on availability

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

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

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

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

**Program Core (Required) 44 total credit hours required**

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>BUS101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS123</td>
<td>Practical Law</td>
</tr>
<tr>
<td>BUS125</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUS218</td>
<td>Customer Service Management</td>
</tr>
<tr>
<td>BUS224</td>
<td>Organizational Leadership</td>
</tr>
<tr>
<td>BUS227</td>
<td>Human Resource Management</td>
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<td>The Microsoft® Office</td>
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<td>COM234</td>
<td>Desktop Applications</td>
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<td>COM235</td>
<td>Spreadsheet Applications</td>
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</table>

**Career Support (Required) 28 total credit hours required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACC102</td>
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<td>BUS110</td>
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<tr>
<td>BUS121</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>BUS217</td>
<td>Organizational Behavior</td>
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<tr>
<td>BUS225</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS270</td>
<td>Introduction to Project Management</td>
</tr>
</tbody>
</table>

**General Education**

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

**Written and Oral Communication**

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

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>LOG215</td>
<td>Thinking Critically</td>
</tr>
<tr>
<td>MAT101</td>
<td>Understanding Mathematics</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra</td>
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<td>ETH205</td>
<td>Ethics</td>
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<td>GEN241</td>
<td>Cultural Appreciation</td>
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**Social and Behavioral Sciences**

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

**Physical/Natural Science**

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

*This program is no longer enrolling students at the Danville, Lexington, Louisville, Pikeville or Richmond, KY locations.*
For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

For program disclosure information, please visit http://www.an.edu/programs/business-administrationmanagement-associates.
**Business Administration (BAM) Diploma**

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

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ACC101</td>
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<td>Practical Law</td>
</tr>
<tr>
<td>BUS125</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>COM151</td>
<td>The Microsoft® Office</td>
</tr>
</tbody>
</table>

**Career Support (Required)**  
16 total credit hours required

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

**Electives (Select 2 *)**  
8 total credit hours required

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

For all courses: See course description for applicable prerequisites.

* Based on availability

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

*This program is no longer enrolling students at the South Bend, IN, Lexington, KY, Louisville, KY, or Richmond, KY locations.*
Health Science

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

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

Brenda Jones—Health Science
Danville, KY Campus

“Don’t let yourself think that you’re too old or that you’ve been out of school too long. I was quite intimidated and overwhelmed, but there is such a home-feeling at this school and that is such a benefit for me. They help you realize that you can and will succeed.”

Brenda Jones enrolled at the Danville, Kentucky Campus after she lost her job of 29 years as a general staff accountant and payroll administrator. After checking into the medical billing and coding programs at a large university, a community college, and ANU, she chose ANU because she liked that she could complete the program quickly and get back to work. She was also encouraged by the excellent recommendations that the medical billing and coding program received.
Emergency Medical Services — Paramedic (PMD) Occupational Associate’s Degree

The goal of the Emergency Medical Services-Paramedic associate degree program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates of the program will qualify to take the national certifying exam. As a certified Paramedic, graduates are prepared for entry level employment with police, fire, and rescue squads, private ambulance services, and hospitals.

Student Learning Outcomes

1. Utilize comprehensive knowledge of EMS systems, safety/well-being of the paramedic, operational roles and responsibilities, and medical/legal and ethical issues that is intended to improve the health and ensure safety of EMS personnel, patients, and the community.

2. Integrate a complex depth and comprehensive breadth of knowledge of the anatomy, physiology, pathophysiology, and life span development with comprehensive anatomical and medical terminology and abbreviations into the written and oral communication that is culturally sensitive with colleagues, other health care professionals and patients.

3. Apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness, and injury prevention.

4. Integrate scene and patient assessment findings with knowledge of pathophysiology and psychosocial needs to form a field impression.

5. Integrate comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest, peri-arrest states, and shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest while assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages.

6. Function in the role as an entry level paramedic and team leader who displays professionalism and safely and effectively performs all psychomotor skills within the National and State EMS Scope of Practice.

116 credit hours required/232 quality points required (100 weeks)

Program Core (Required) 100 total credit hours required

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>EMS100</td>
<td>Introduction to Emergency Medical Technician</td>
<td>135</td>
<td>12</td>
</tr>
<tr>
<td>EMS102</td>
<td>Introduction to Rescue Operations and Externship</td>
<td>85</td>
<td>4</td>
</tr>
<tr>
<td>EMS104</td>
<td>Emergency Medical Technician Review and Capstone</td>
<td>55</td>
<td>4</td>
</tr>
<tr>
<td>EMS110</td>
<td>Introduction to Paramedic Care</td>
<td>53</td>
<td>4</td>
</tr>
<tr>
<td>BIO261</td>
<td>Anatomy and Physiology I with Lab (6 Credit Hours)</td>
<td>80</td>
<td>6</td>
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<tr>
<td>BIO262</td>
<td>Anatomy and Physiology II with Lab (6 Credit Hours)</td>
<td>80</td>
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<td>EMS112</td>
<td>Patient Assessment</td>
<td>70</td>
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<td>EMS120</td>
<td>Paramedic Pharmacology</td>
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<td>4</td>
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<tr>
<td>EMS122</td>
<td>Introduction to Cardiology</td>
<td>55</td>
<td>4</td>
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<tr>
<td>EMS124</td>
<td>Airway &amp; Respiratory</td>
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<td>Course Title</td>
<td>Credits</td>
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<td>EMS130</td>
<td>Medical Part I</td>
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<tr>
<td>EMS132</td>
<td>Medical Part II</td>
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<td>EMS134</td>
<td>Advanced Cardiology</td>
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<td>EMS200</td>
<td>Trauma</td>
<td>58</td>
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<td>EMS202</td>
<td>Clinical Rotation I</td>
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<tr>
<td>EMS210</td>
<td>Special Populations</td>
<td>52</td>
<td>4</td>
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<tr>
<td>EMS212</td>
<td>Paramedic: Rescue Operations</td>
<td>66</td>
<td>4</td>
</tr>
<tr>
<td>EMS214</td>
<td>Clinical Rotation II</td>
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<tr>
<td>EMS222</td>
<td>Field Internship I</td>
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<tr>
<td>EMS224</td>
<td>Field Internship II</td>
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<td>4</td>
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<tr>
<td>EMS232</td>
<td>Capstone and Field Internship III</td>
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<tr>
<td>EMS234</td>
<td>Field Summative Evaluation</td>
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**General Education (Required)**  
16 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Type</th>
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</thead>
<tbody>
<tr>
<td>ENG102</td>
<td>English Composition</td>
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<td>4</td>
</tr>
<tr>
<td>ENG126</td>
<td>Oral Communication</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>PSY127</td>
<td>Psychology</td>
<td>40</td>
<td>4</td>
</tr>
</tbody>
</table>

**Program Totals**  
1,977  
116

**MODE OF DELIVERY:** Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit http://www.an.edu/programs/paramedic-associates
Emergency Medical Services–Emergency Medical Technician (EMT) Certificate

The goal of the Emergency Medical Services-Emergency Medical Technician Certificate program is to prepare competent entry-level Emergency Medical Technicians (EMTs) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the EMT diploma program, students qualify to take the national certifying exam to be eligible for employment as an EMT or to transition to the paramedic education program.

Student Learning Outcomes

1. Apply fundamental knowledge of the EMS system, safety/well-being of the EMT, operational roles and responsibilities, and medical/legal and ethical issues to ensure patient, public, and personnel safety.

2. Apply fundamental knowledge of the anatomy and function of all human systems, pathophysiology, and lifespan development to the practice of EMS using foundational anatomical and medical terms and abbreviations in written and oral communication that is culturally sensitive with colleagues and other health care professional.

3. Use simple knowledge of the principles of illness and injury prevention in emergency care.

4. Apply fundamental knowledge of the medications that the EMT may assist/administer to a patient during an emergency.

5. Apply scene information and patient assessment findings (scene size-up, primary and secondary assessment, patient history, reassessment) to guide emergency management.

6. Based on assessment findings, apply fundamental knowledge of growth, development, and aging to the basic emergency care and transportation of an acutely ill patient or one with special needs, which is intended to mitigate the emergency and provide limited symptom relief while providing access to definitive care.

7. Apply knowledge (fundamental depth, foundational breadth) of the causes, pathophysiology, and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post-resuscitation management to patient assessment and management while assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages.

8. Function as an entry-level EMT who displays professionalism and serves as an EMS team member on an emergency call with more experienced personnel in the lead role while performing all psychomotor skills within the National and State EMS Scope of Practice.

24 credit hours required/48 quality points required (20 weeks)

Program Core (Required) 24 total credit hours required

<table>
<thead>
<tr>
<th>COURSE CODE</th>
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<td>PSY127</td>
<td>Psychology</td>
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<td>4</td>
</tr>
</tbody>
</table>

Program Core Totals 315 24
MODE OF DELIVERY – Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit http://www.an.edu/programs/emergencymedicaltechnician

Health Information Management (HIM) Associate of Science Degree

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

In addition to the principal course of study, students in the program will receive a background in computers and will participate in an externship placement that will further provide practical work experience. Graduates of the health information management associate degree program can be employed in a variety of different settings and job titles in hospitals, physician’s offices, home health care agencies, nursing homes, public health offices and insurance companies.

Student Learning Outcomes

1. Apply current federal, state, institutional, and accreditation agency guidelines for health record content, accuracy, integrity, collection and maintenance for the purpose of correct coding and reimbursement by integrating knowledge of medical terminology, anatomy and physiology, pharmacology, and disease processes.

2. Utilize the knowledge of current health laws, regulations, and internal and external standards to remain in compliance with privacy, security, and confidentiality of patient data while maintaining professional and ethical behavior.

3. Utilize health information technologies and information systems to support enterprise wide decision support for strategic planning, policy making, data and information governance, analytics and revenue cycle management processes.

4. Apply general leadership, management, and critical thinking skills to health information management roles and responsibilities, including change management, effective communication skills, work design and process improvement, human resource management, training and development to improve patient care quality.

5. Demonstrate the knowledge, skills, and attitudes to function as an entry level health information management professional and be prepared to obtain the Registered Health Information Technician (RHIT) credential upon graduation.

96 credit hours required/192 quality points required (80 weeks)

Program Core (Required) 72 total credit hours required

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CONTACT HOURS</th>
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### Courses

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<td>Pharmacology for Health Information Management</td>
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<tr>
<td>HIM160</td>
<td>Healthcare Delivery Systems</td>
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<td>Health Informatics</td>
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<tr>
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<td>HIM205</td>
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<td>HIM206</td>
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<td>HIM208</td>
<td>Reimbursement Methodologies</td>
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<td>HIM210</td>
<td>Advanced Coding</td>
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<td>HIM249</td>
<td>Principles of Health Care Management</td>
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<td>HIM250</td>
<td>Quality Management in Health Care</td>
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<td>HIM298</td>
<td>RHIT Exam Success Class</td>
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<td>HIM299</td>
<td>Professional Practice Experience</td>
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### General Education (Select 6)

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

*This program required this general education course or equivalent.

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<td>Mathematics, Statistics and Logic</td>
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<td></td>
<td>MAT101 Understanding Mathematics</td>
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<td>MAT220 Algebra and Basic Statistics*</td>
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<td>MAT214 Algebra</td>
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<td>Arts and Humanities</td>
<td>ETH205 Ethics</td>
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<td>PSY200 Human Growth and Development</td>
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</table>
Medical Assisting (MAA) Associate of Science Degree

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

In addition to the principal course of study, students in the program will receive a background in computers and may participate in an externship placement that will further provide practical work experience. Graduates of the Medical Assisting program are eligible to take the RMA (Registered Medical Assistant) exam, administered by the American Medical Technologists (AMT) or the CMA (Certified Medical Assistant) exam, administered by AAMA (American Association of Medical Assistants) and can be employed in a variety of healthcare organizations under titles such as medical assistant or clinical medical assistants.

Student Learning Outcomes

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; promoting credentials associated with medical assisting; enhancing skills through continuing education; treating all patients with compassion and empathy; utilizing psychological theories; and promoting the practice through positive public relations.

2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; using medical terminology appropriately; utilizing electronic technology to receive, organize, prioritize, and transmit information; and serving as a liaison and patient navigator, demonstrate self-boundaries and respect for individual diversity.

3. Apply legal concepts by performing with legal and ethical boundaries; maintaining confidentiality, preparing and maintaining medical records; documenting accurately and appropriately; following the employer's established policies dealing with the health care contract; implementing and maintaining federal and state health care legislation and regulations; complying with established risk management and safety procedures; recognizing professional credentialing criteria and the impact personal ethics and morals have on delivery of healthcare.
4. Provide instruction for individuals according to their needs; explain office policies and procedures; teach methods of health promotion and disease prevention; and locating community resources for dissemination of information.

5. Perform operational office functions by performing an inventory supplies and equipment; perform routine maintenance of administrative and clinical equipment; and applying computer techniques to support office operations.

6. Perform administrative procedures utilizing basic administrative medical assisting function; scheduling, coordinating and monitoring appointments; scheduling inpatient/outpatient admissions and procedures; understanding and applying third party guidelines; obtaining reimbursement through accurate claims submissions; monitoring third-party reimbursement; and understanding and adhering to managed care policies and procedures; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.

7. Perform clinical fundamental principles by applying principles of aseptic technique and infection control; complying with quality assurance practices; and screening and following up on patients’ test results; perform diagnostic testing by collecting and processing specimens as well as testing specimens in the CLIA waived category. Follow safety protocols, and ergonomics procedures.

8. Incorporate critical thinking skills with patient assessment and care; actively participate in patient care by adhering to established patient screening procedures; obtaining patient history and vital signs; preparing and maintaining examination and treatment areas; preparing patients for examinations, procedures, and treatment; assist with examinations, procedures, and treatment; exhibit knowledge regarding usage of drug reference materials; read and verify drug labels; prepare and administer medications and immunizations; maintain medication and immunization records; recognize and respond to emergencies; and coordinate patient care information with other health care providers.

9. Identify structure and function, organization, systems, directional terms, major organs, genetic concepts, and pathology related to body systems; analyze pathology for each system including diagnostic measures and treatment; describe dietary nutrients, the function of dietary supplements, and special dietary needs and restrictions; categorize medication classifications to include indications for use, routes of administration, desired effects, side effects and adverse reactions; demonstrate knowledge of math computations, using measurement systems, conversions of the systems, and identify abbreviations and symbols used with the systems in calculations.

**96 credit hours required/192 quality points required** (80 weeks)

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

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<tr>
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<td>MED110</td>
<td>Dosage and Calculation of Medications</td>
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<td>Health Care Law and Ethics</td>
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<td>MED175</td>
<td>Pharmacology I for Medical Assistants</td>
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<td>MED202</td>
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<td>Medical Office Procedures</td>
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<td>MED218</td>
<td>Communications for the Healthcare Professional</td>
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MED225  Pharmacology II for Medical Assistants 40 4  
MED273  Invasive Clinical Procedures 60 4  
MED275  Non-Invasive Clinical Procedures 60 4  
MED285  Medical Office Finance 60 4  
MED298  Medical Assisting Exam Success Class 60 4  
MED299  Medical Assisting Externship 132 4

**Electives (Required) Select 4**  
16 total credit hours required. Students may only take two COM classes; *this program requires this course as a selection. +Only offered at campuses approved to offer the PEC program.

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<tr>
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<td>COM151</td>
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<td>Desktop Applications</td>
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<td>PEC115</td>
<td>ECG Interpretation +</td>
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**General Education (Select 6)**  
At least 1 from each discipline required, 24 total credit hours required.  
* This program requires this General Education course or equivalent

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| Written and Oral Communications  
ENG102      | English Composition*           | 40            | 4            |
| ENG126      | Oral Communication             | 40            | 4            |

Mathematics, Statistics and Logic

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<td>Understanding Mathematics</td>
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<td>GEN241</td>
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### Social and Behavioral Sciences

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<td>PSY127</td>
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<td>PSY200</td>
<td>Human Growth and Development</td>
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### Physical/Natural Science

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**Program Totals**

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**Program Totals**

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**MODE OF DELIVERY:** Residential or Blended

For all courses: See course description for applicable prerequisites.

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

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**Medical Office Professional (MOP) Diploma**

The Medical Office Professional diploma program will prepare graduates to function in a medical health care environment. Students will gain knowledge and experience in medical office skills, including medical and general office technologies, managing medical office procedures, electronic medical records, records management and medical language. It is also designed to prepare students to take the National Center for Competency Testing (NCCT) National Certified Medical Office Assistant (NCMOA) Exam. Graduates of the Medical Office Professional program can be employed in a variety of healthcare organizations under titles such as Medical Office Specialist, Medical Secretary, Healthcare Support Workers, etc.

**Student Learning Outcomes**

1. Demonstrate knowledge and skills to be prepared for the medical and collaborate with the health care team within the scope of practice as required to function as an entry level medical office professional.

2. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; and promoting credentials associated with medical office professional.

3. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual’s ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; and using medical terminology appropriately;

4. Apply legal concepts by performing with legal and ethical boundaries; preparing and maintaining medical records; documenting accurately and appropriately; and complying with established risk management and safety procedures.
5. Perform operational office functions by performing an inventory supplies and equipment; perform routine maintenance of administrative and clinical equipment; and applying computer techniques to support office operations.

6. Perform administrative procedures utilizing basic administrative medical assisting function; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.

7. Incorporate critical thinking skills with patient assessment and care; performing clinical fundamental principles by observing BBP; applying principles of aseptic technique, and infection control.

**36 credit hours required/72 quality points required** (30 weeks)

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

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<td>Medical Office Procedures</td>
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<td>MED285</td>
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### Electives (Select 1)
4 total credit hours required

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**Program Totals**

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MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

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

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

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

Graduates may be employed in physician’s offices, clinics, medical service bureaus, insurance companies, or through managed care plans under a variety of job titles such as Medical Records Technician, Medical Biller and Coder, and Health Information Technician.

Student Learning Outcomes

1. Apply comprehensive knowledge of medical terminology, anatomy, physiology, disease processes, and the principles of coding utilizing Official Coding Guidelines for Coding and Reporting established by public and private agencies in coding information from medical records.

2. Analyze documentation in health records to ensure accuracy, integrity and quality of information to remain in compliance with regulations and internal and external standards while maintaining the privacy, security, and confidentiality of patient data in a professional and ethical manner.

3. Utilize current applications and classification systems in assigning diagnosis codes, procedure codes, service codes and payment methodologies for the coding and billing functions for appropriate reimbursement.

4. Demonstrate coding skills by qualifying to take a coding certification exam and function as an entry level position in the field of coding, billing, claims handling for any health care related delivery setting.

48 credit hours required/96 quality points required  (40 weeks)

Program Core (Required)  44 total credit hours required

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<td>Diseases of the Human Body</td>
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Electives (Select 1)  

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<td>MED249</td>
<td>Medical Billing and Coding Externship and Review</td>
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4 total credit hours required

Program Totals  

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<th>Hours</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>555 or 599</td>
<td>48</td>
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</table>

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

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

Nursing (ADN)  

Associate of Science Degree

The Nursing program at American National University provides educational training and resources to meet the regional needs for nurses at the technical level. The program helps graduates develop the basic nursing skills and knowledge to function effectively as health care providers in a variety of health care settings as defined by professional nursing standards. The curriculum is designed to prepare the graduate to function as a registered nurse in the state of Kentucky and across the nation.

Graduates of this nursing program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN), leading to licensure as a registered nurse.

Student Learning Outcomes

1. Practice within the standards of professional practice, adhering to the ANA Standards of Clinical Nursing Practice, code of ethics, professional behavior, and licensing law.
2. Demonstrate effective communication which reflects caring, compassion, and cultural sensitivity across the life span.
3. Use the nursing process to perform a complete comprehensive assessment and make effective clinical decisions in collaboration with other health care providers to find solutions to individual care problems.
4. Demonstrate critical thinking skills in practice within a variety of health care settings to organize care, set priorities, and cope effectively with multiple demands.
5. Provide health education for the client and community to facilitate health promotion, informed decision making, positive outcomes, and client self-care activities.
6. Respond appropriately to supervision and guidance, and be able to delegate aspects of nursing care to other health care workers commensurate with their educational preparation and experience.
7. Function as a client advocate, liaison, and coordinator of care within the health care arena.
8. Recognize the role of the associate degree nurse in nursing research and evidence-based practice to advance the practice of nursing.
133 credit hours required/266 quality points required  (90 weeks)

Program Core (Required) 101 total credit hours required

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>BIO105</td>
<td>Microbiology with Lab</td>
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<td>BIO261</td>
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<td>BIO262</td>
<td>Anatomy and Physiology II with Lab</td>
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<td>6</td>
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<td>MED110</td>
<td>Dosage and Calculation of Medications</td>
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<td>MED160</td>
<td>Health Care Law and Ethics</td>
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<td>HSC100</td>
<td>Pharmacology for Nurses</td>
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<td>NUR102</td>
<td>Fundamentals of Nursing</td>
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<td>NUR103</td>
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<td>Family Nursing</td>
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<td>NUR205</td>
<td>Medical/Surgical Nursing III/Psychiatric Nursing</td>
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<td>NUR226</td>
<td>Roles Transition/Leadership</td>
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Career Support (Required) 8 total credit hours required

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<td>MED160</td>
<td>Health Care Law and Ethics</td>
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General Education (Select 6) 24 total credit hours required

*This program required this general education course or equivalent.

Written and Oral Communication

<table>
<thead>
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<tr>
<td>ENG126</td>
<td>Oral Communication</td>
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Mathematics, Statistics and Logic

<table>
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<th>COURSE TITLE</th>
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<td>Understanding Mathematics</td>
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<td>4</td>
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<td>MAT220</td>
<td>Algebra and Basic Statistics</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra*</td>
<td>40</td>
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</tbody>
</table>

Arts and Humanities
ETH205  Ethics*  40  4
GEN241  Cultural Appreciation  40  4

**Social and Behavioral Sciences**

POL202  Political Science  40  4
PSY127  Psychology*  40  4
PSY200  Human Growth and Development  40  4

**Physical/Natural Science**

BIO101  Introduction to Biology  40  4
CHM105  General, Organic Biochemistry  40  4
ENV101  Environmental Science  40  4

**Program Totals**

1,920  133

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

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

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**Pharmacy Technician (PTH) Diploma**

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

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

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

**Student Learning Outcomes**

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the pharmacy team; prioritizing and performing multiple tasks; adapting to change; promoting certification; and enhancing skills through continuing education;

2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual’s ability to understand; and recognizing and responding effectively to verbal, non-verbal, and written communications.

3. Demonstrate knowledge of math computations; solve problems, work with units of measures and convert measurement systems; and identify abbreviations and symbols used in calculating medication dosages; and verify medication labels.

4. Correlate the therapeutic, side effects, adverse effects and non-prescription medications and alternative therapies; analyze
brand, generic names, over-the-counter, and legend medications, what body systems they affect, the dosage forms, routes, administration and compare and contrast the desired affects, side effects, and contraindications.

5. Apply legal concepts by assisting the pharmacist, in accordance with local, state, federal, and company regulations; documenting accurately; and complying with established risk management and safety procedures.

6. Perform operational functions by preparing the pharmacy inventory; apply accepted procedures and quality assurance principles in inventory control, equipment and devices management, and purchasing.

7. Execute clerical procedures by screening and entering prescription orders into the computer; and creating a profile of patient's health and insurance information in the computer or updating the patient's profile.

8. Implement pharmacy principles by assisting the pharmacist with filling prescriptions; by compounding oral solutions, ointments, and creams; prepackaging bulk medications; and exhibit aseptic techniques and uses proper handling of hazardous agents under a laminar flow hood.

48 credit hours required/96 quality points required (40 weeks)

Program Core (Required) 48 total credit hours required

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>MED110</td>
<td>Dosage and Calculations of Medications</td>
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<td>MED218</td>
<td>Communication for the Healthcare Provider</td>
<td>60</td>
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<td>PTA165</td>
<td>Pharmacy Law and Ethics</td>
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<tr>
<td>PTA178</td>
<td>Community Pharmacy Systems of Operation</td>
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<td>4</td>
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<td>Community Pharmacy Systems of Operation Laboratory</td>
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<td>PTA205</td>
<td>Pharmacology I for the Pharmacy Technician</td>
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<td>PTA207</td>
<td>Pharmacology II for the Pharmacy Technician</td>
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<tr>
<td>PTA275</td>
<td>Intravenous Admixture and Compounding Lab</td>
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<tr>
<td>PTA278</td>
<td>Institutional Pharmacy Practice</td>
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<td>PTA279</td>
<td>Community Pharmacy Technician Externship</td>
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<td>PTA288</td>
<td>Pharmacy Technician Exam Success Class</td>
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<tr>
<td>PTA289</td>
<td>Institutional Pharmacy Technician Externship</td>
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</table>

Program Totals 740 48

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

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

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

Student Learning Outcomes

1. Perform an ECG and interpret cardiac rhythms and dysrhythmias.
2. Function as an entry-level ECG technician with the necessary knowledge, skills, and professional behavior.
3. Perform venipuncture and capillary puncture following proper protocol.
4. Function as an entry level phlebotomist with the necessary knowledge, skills and professional behavior.
5. Apply legal concepts by performing with legal and ethical boundaries; preparing and maintaining medical records; and documenting accurately and appropriately and communicate effectively.

36 credit hours required/72 quality points required (30 weeks)

Program Core (Required) 36 total credit hours required

<table>
<thead>
<tr>
<th>COURSE CODE</th>
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<th>CREDIT HOURS</th>
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<tr>
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<tr>
<td>MED107</td>
<td>Medical Terminology</td>
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<td>MED160</td>
<td>Health Care Law and Ethics</td>
<td>40</td>
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</tr>
<tr>
<td>BIO201</td>
<td>Basic Anatomy and Physiology I</td>
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<tr>
<td>BIO202</td>
<td>Basic Anatomy and Physiology II</td>
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<td>PEC110</td>
<td>Phlebotomy Techniques</td>
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<td>PEC115</td>
<td>ECG Interpretation</td>
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<td>PEC198</td>
<td>Phlebotomy &amp; ECG Review</td>
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<tr>
<td>PEC199</td>
<td>Phlebotomy &amp; ECG Externship</td>
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Program Totals 475 36

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit http://www.an.edu/programs/phlebotomy
*Surgical Technology (SRG) Associate of Science Degree*

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

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

**96 credit hours required/192 quality points required**

<table>
<thead>
<tr>
<th>Program Core (Required)</th>
<th>68 total credit hours required</th>
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<tbody>
<tr>
<td>BIO110 Microbiology for Health Science</td>
<td>SRG103 Introduction to Surgical Technology</td>
</tr>
<tr>
<td>BIO206 Diseases of the Human Body</td>
<td>SRG115 Surgical Technology I</td>
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<tr>
<td>MED100 Terminology of Body Systems</td>
<td>SRG120 Surgical Technology II</td>
</tr>
<tr>
<td>MED104 Terminology of Body Support</td>
<td>SRG135 Surgical Procedures I</td>
</tr>
<tr>
<td>MED110 Dosage and Calculation of Medications</td>
<td>SRG238 Surgical Procedures II</td>
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<tr>
<td>MED205 Introduction to Pharmacology</td>
<td>SRG298 Surgical Technology Exam Success Class</td>
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<tr>
<td>MED261 A&amp;P: Systems of Transport and Support</td>
<td>SRG299 Surgical Procedures III</td>
</tr>
<tr>
<td>MED262 A&amp;P: Body Control Systems</td>
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<table>
<thead>
<tr>
<th>Career Support (Required)</th>
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</thead>
<tbody>
<tr>
<td>COM151 The Microsoft® Office</td>
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</table>

**General Education**

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

**Written and Oral Communication**

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

<table>
<thead>
<tr>
<th>Mathematics, Statistics, and Logic</th>
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<tbody>
<tr>
<td>LOG215 Thinking Critically</td>
</tr>
<tr>
<td>MAT101 Understanding Mathematics</td>
</tr>
<tr>
<td>MAT214 Algebra</td>
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<td>MAT220 Algebra and Basic Statistics</td>
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**Arts and Humanities**

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

*This program is no longer enrolling students at the Florence, Lexington, or Louisville, KY locations.*
For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent
For program disclosure information, please visit http://www.an.edu/programs/surgical-technology-associates.

**Surgical Technology and Central Sterile Processing** Occupational Associate’s Degree

The Surgical Technology and Central Sterile Processing occupational associate degree program is designed to prepare students for careers in the Surgical Services Department as integral professional operating room (OR) team members who provide surgical care to patients during perioperative case management. Surgical Technology students will combine knowledge of surgical instrumentation, anatomy and physiology, microbiology, pathophysiology, and critical thinking, to assist the OR team in surgical procedures.

Classroom lecture and laboratory hands-on training is supplemented with clinical and externship experiences. The graduate Surgical Technology student will develop entry-level surgical technologists competences in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains that will help prepare them to meet the standards required to take the Certified Surgical Technologist exam (CST), written and administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

**Student Learning Outcomes**

1. Obtain Central Service Technician Certification.
2. Demonstrate application of a comprehensive background in the basic sciences, with mastery of aseptic technique, with perfection of surgical skills, and with a keenly developed surgical conscience as established in the AST Core Curriculum.
3. Practice within the scope of their practice as the patient’s advocate, as well as to the ethical, legal, and professional principles of surgical technology.
4. Practice safe patient care and of anticipating the needs of the surgical team in the perioperative setting.
5. Employ HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.
6. Effectively interact with patients, families, and members of the healthcare team in a therapeutic and professional manner.
7. Demonstrate respect for the diversity factors of others including but not limited to socio-cultural, socio-economic, spiritual, and lifestyle choices.
8. Utilize critical thinking and clinical reasoning in the perioperative setting.
9. Demonstrate a pattern of personal growth and improvement and a commitment to lifelong learning.
10. Demonstrate successful completion of the national certification exam, administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
11. Function as an entry level qualified and technically skilled surgical technologists.
98 credit hours required/196 quality points required  (90 weeks)

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

<table>
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<tr>
<th>COURSE CODE</th>
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<th>CONTACT HOURS</th>
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<td>Microbiology with Lab</td>
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<td>BIO261</td>
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<td>CSP100</td>
<td>Introduction to Perioperative Surgical Services</td>
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<td>CSP103</td>
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<td>SRG130</td>
<td>Surgical Pharmacology</td>
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<tr>
<td>SRG210</td>
<td>Surgical Procedures I</td>
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<td>SRG220</td>
<td>Surgical Procedures II</td>
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<td>SRG230</td>
<td>Clinical Externship I</td>
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<td>SRG240</td>
<td>Clinical Externship II</td>
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<tr>
<td>SRG298</td>
<td>Surgical Technology Success Class</td>
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### General Education (Required)  
16 total credit hours required

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<th>CONTACT HOURS</th>
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<td>English Composition</td>
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<tr>
<td>ENG126</td>
<td>Oral Communication</td>
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<td>MAT214</td>
<td>Algebra</td>
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<tr>
<td>PSY127</td>
<td>Psychology</td>
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### Program Core Totals  
1,816 98

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

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

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

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

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

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

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

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

Dakota Woolums—Information Technology

Lexington Campus

“I immediately felt like part of the family here. I love the small classes and the focused training. This will take me where I want to go!”

Enrolling at American National University is a family affair for Dakota Woolums, who discussed his determination to find a new college with his family and learned his grandmother was a 2013 ANU graduate. She informed him that ANU may have exactly what he was looking for – and the pieces started to fall into place. Dakota is now enrolled in the network support program and has his dreams firmly in his sights.
*Network Support (NET) Associate’s Degree

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

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

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

Program Core (Required) 72 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
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<tr>
<td>CS105</td>
<td>Introduction to Relational Database Management Systems</td>
</tr>
<tr>
<td>CY200</td>
<td>Security +</td>
</tr>
<tr>
<td>IT100</td>
<td>Electronics and Systems</td>
</tr>
<tr>
<td>IT101</td>
<td>Implementing &amp; Troubleshooting OS Technology</td>
</tr>
<tr>
<td>IT102</td>
<td>Computer Hardware Technology</td>
</tr>
<tr>
<td>IT110</td>
<td>Network I</td>
</tr>
<tr>
<td>IT111</td>
<td>Network II</td>
</tr>
<tr>
<td>IT215</td>
<td>Client Configuration I</td>
</tr>
<tr>
<td>IT216</td>
<td>Client Configuration II</td>
</tr>
<tr>
<td>IT220</td>
<td>CISCO I</td>
</tr>
<tr>
<td>IT221</td>
<td>CISCO II</td>
</tr>
<tr>
<td>IT230</td>
<td>Help Desk Remote Services</td>
</tr>
<tr>
<td>NET205</td>
<td>Windows Server Administration I</td>
</tr>
<tr>
<td>NET227</td>
<td>Network Server Installation and Configuration</td>
</tr>
<tr>
<td>NET228</td>
<td>Network Server Core Services</td>
</tr>
<tr>
<td>NET229</td>
<td>Network Server Advanced Services</td>
</tr>
<tr>
<td>NET298</td>
<td>Network Administration Certification and Career Success</td>
</tr>
</tbody>
</table>

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

Written and Oral Communication

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

Mathematics, Statistics, and Logic

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>LOG215</td>
<td>Thinking Critically</td>
</tr>
<tr>
<td>MAT101</td>
<td>Understanding Mathematics</td>
</tr>
<tr>
<td>MAT214</td>
<td>Algebra**</td>
</tr>
<tr>
<td>MAT220</td>
<td>Algebra and Basic Statistics**</td>
</tr>
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</table>

Arts and Humanities

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

Social and Behavioral Sciences

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

*This program is no longer enrolling students at the Lexington, KY location.
<table>
<thead>
<tr>
<th>Physical/Natural Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO101 Introduction to Biology</td>
<td>ENV101 Environmental Science</td>
</tr>
<tr>
<td></td>
<td>CHM105 General, Organic Biochemistry</td>
</tr>
</tbody>
</table>

For all courses: See course description for applicable prerequisites.

**This program requires either MAT214 or MAT220 or equivalent.
For program disclosure information, please visit http://an.edu/programs/networksupport
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Multimedia Production

The Multimedia Production program provides a solid foundation for an entry-level career in various multimedia arenas. Through a blended curriculum of classroom and lecture and hands-on studio labs, students gain practical knowledge and hands-on familiarity with all aspects of media production including audio and video production and social media.

Graduates of the Multimedia Production associate degree program are prepared for employment in radio, television, audio visual, social media and other multimedia arenas.

Anthony Neer—Multimedia Production
Lexington Campus

“I’ve had a passion for the audio side of film my entire life. I don’t watch movies; I study them. After some research, I found American National’s multimedia production program, and I knew I had found what I needed.”

Through the multimedia production program at the Lexington Campus, Anthony has found a way to turn his lifelong passion into a career. After earning his degree at ANU, he plans to use the skills that he’s gaining in his program to produce industry-leading music, sound effects, and audio for the film industry.
*Multimedia Production (MMP) Associate’s Degree

The Multimedia Production Program prepares students for a career in various multimedia arenas. Upon completion of the program students will demonstrate competency in the knowledge, skills, and attitudes to function as an entry level position in a variety of multimedia fields. Students will be able to produce multimedia that demonstrates communication skills and technical aptitudes based on industry accepted standards. The program prepares graduates for employment in radio, television, audio visual, social media and other multimedia areas. Students completing this associate degree program may also qualify to continue their education at the bachelor level in multimedia, communications, broadcasting or other media related fields.

The program includes courses in audio and video production, an introduction to social media and how various types of social media can be used by individuals and companies. Students will gain a hands-on understanding of media production and will develop media projects that will become part of a digital portfolio.

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

Program Core (Required) 48 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMP150</td>
<td>Introduction to Multimedia</td>
</tr>
<tr>
<td>MMP152</td>
<td>Media Law and Ethics</td>
</tr>
<tr>
<td>MMP155</td>
<td>Introduction to Social Media</td>
</tr>
<tr>
<td>MMP200</td>
<td>Audio Techniques</td>
</tr>
<tr>
<td>MMP201</td>
<td>Video Techniques</td>
</tr>
<tr>
<td>MMP203</td>
<td>Graphic Techniques</td>
</tr>
<tr>
<td>MMP210</td>
<td>Media Marketing</td>
</tr>
<tr>
<td>MMP252</td>
<td>Multimedia Production</td>
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<tr>
<td>MMP254</td>
<td>Advanced Multimedia Production</td>
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<tr>
<td>MMP256</td>
<td>Journalism</td>
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<tr>
<td>MMP257</td>
<td>Advanced Editing</td>
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<tr>
<td>MMP299</td>
<td>Multimedia Production Externship</td>
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</table>

Career Support (Required) 24 total credit hours required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BUS101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS110</td>
<td>Business Math I</td>
</tr>
<tr>
<td>BUS125</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUS225</td>
<td>Business Communications</td>
</tr>
<tr>
<td>COM151</td>
<td>The Microsoft® Office</td>
</tr>
<tr>
<td>COM200</td>
<td>Introduction to Web Page Development</td>
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</table>

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

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communication</td>
<td>ENG102</td>
<td>English Composition*</td>
</tr>
<tr>
<td></td>
<td>ENG126</td>
<td>Oral Communication*</td>
</tr>
<tr>
<td>Mathematics, Statistics, and Logic</td>
<td>LOG215</td>
<td>Thinking Critically</td>
</tr>
<tr>
<td></td>
<td>MAT101</td>
<td>Understanding Mathematics</td>
</tr>
<tr>
<td></td>
<td>MAT214</td>
<td>Algebra</td>
</tr>
<tr>
<td></td>
<td>MAT220</td>
<td>Algebra and Basic Statistics</td>
</tr>
<tr>
<td></td>
<td>ETH205</td>
<td>Ethics</td>
</tr>
<tr>
<td></td>
<td>GEN241</td>
<td>Cultural Appreciation</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>HIS290</td>
<td>American History 1945-Present</td>
</tr>
<tr>
<td></td>
<td>POL202</td>
<td>Political Science</td>
</tr>
<tr>
<td></td>
<td>PSY127</td>
<td>Psychology</td>
</tr>
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<td></td>
<td>PSY200</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
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<td></td>
</tr>
</tbody>
</table>

*This program is no longer enrolling students at the Lexington, KY location.
**Physical/Natural Science**

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

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

For program disclosure information, please visit [http://www.an.edu/programs/multimedia-production-associates](http://www.an.edu/programs/multimedia-production-associates).
Administration and Organization

The following locations are operating as American National University are owned and controlled by American National University of Kentucky, Inc., a Kentucky corporation: South Bend, IN; Danville, KY; Florence, KY; Lexington, KY; Louisville, KY; Pikeville, KY; Richmond, KY.

The Officers and Directors of American National University of Kentucky, Inc., a Kentucky Corporation are:

- **Frank Longaker**. . . . . . . . . . . . . Chairman, Treasurer, Director
- **Jason R. Towers** . . . . . . . . . . . Director
- **Steven Cotton** . . . . . . . . . . . . Director
- **Lindsay Mayhue** . . . . . . . . . . . Secretary

Advisory Board Members

The University utilizes Advisory Boards to gather information from community members and employers to ensure that the programs are current and relevant to their field. The membership of the committee must include a minimum of three members from each professional health science community. The other members of this board should include, faculty, staff, students, alumni, Campus Directors and Program Directors.

Advisory Boards meets a minimum of once per year. The agenda includes a review of the outcomes assessment data, a discussion on curriculum and relevance to the current career field, and review of the community job outlook.
University Administrative Staff

President ................................................................. Frank Longaker
Executive Vice President and General Counsel ....................... Steven Cotton
Executive Vice President of Campus Operations ....................... Jason Towers
Executive Vice President of Academic Affairs and Accreditation .... Cathy Plunkett
Vice President of Accounting and Financial Services .................. April Howard
Vice President of Academic Affairs, Business and Management Programs .... Annette Chamberlin
Vice President of Communications .................................... Chuck Steenburgh
Vice President of International Relations ................................. Elizabeth Fondong

Regional Director of Admissions ........................................ Trent Ramey

Executive Director of Career Support Services ......................... Shonny Cooke
Executive Director of Compliance and Accreditation .................. David Yeaman

Director of eUniversity Program Delivery ............................... Bridget Moore
Director of IT Support Services ........................................... Becky S. Dudley
Director of Library Services ............................................... Eric Rector
Comptroller ............................................................... Carl Robertson
Director of Repayment Success .......................................... Jodie Terry
Director of Financial Aid .................................................. Thomas Haskins
Regional Director of Health Science Education (OH, KY, IN) .......... Rhonda Epps
Campus Directors for American National University’s Indiana and Kentucky Campuses
Natalie Miller .......................................................... South Bend, IN
Lee Bowling .......................................................... Danville, KY
Robert Slusher ........................................................ Florence, KY
Mike McKinley ........................................................ Lexington, KY
Cliff Messina ........................................................ Louisville, KY
Tammy Riley ........................................................ Pikeville, KY
Paula Beth Ciolek—Interim ........................................... Richmond, KY

Whom To Contact
Students may contact the representatives listed below during regular business hours:
School security policies and crime statistics .................................... Student Services Representative
Information on completion and graduation rates ................................... Student Services Representative
School Information ........................................................................ Admissions Representative
Financial Aid Information ............................................................... Student Services Representative
American National University—South Bend, IN

American National University opened its South Bend campus in 2010, bringing American National University’s distinctive career education to residents of Michiana. Located in South Bend’s central business district, the campus is easily accessible from I-80, I-90 and I-20. The campus resides in an area recognized for both well-established and new businesses, enabling our graduates to explore career opportunities in a wide variety of industries. This three-story, 36,000 square foot campus houses 17 classrooms, two computer rooms, a fully equipped medical lab and an information technology lab in a comfortable, modern learning environment. It is easily accessible by the public transportation system.

Staff

**Campus Director** – Natalie Miller
**Administrative Assistant** – Dorie Bush
**Admissions Representatives** – Kent Schmidt, Emerson Williams
**Student Services Representative** – Barbara Wilson
**Director of Health Science Education** –

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**Associate’s Degrees/Associate of Applied Science**

- Business Administration – Management
- Medical Assisting*

**Diplomas**

- Business Administration*
- Medical Billing and Coding
- Medical Office Professional
- Pharmacy Technician
- Phlebotomy and ECG Technician

*No longer enrolling
American National University—Danville, KY

American National University’s Danville location has been attracting students based on career-focused programs since its establishment in 1975. Situated in the heart of the Bluegrass Region of central Kentucky, the University is easily accessible from US 27, US 127 and US 150. The 17,534-square-foot campus houses 10 classrooms, four computer labs, a medical assisting lab and a resource center.

Staff

Campus Director – Lee Bowling
Director of Admissions – Jeannie Martin
Admissions Representative – Elizabeth Austin
Student Services Representatives – Crystal Cash, Michael Sutton
Director of Health Science Education – Stephanie Slone

Associate’s Degrees/Associate of Science

<table>
<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Business Administration –</td>
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<tr>
<td>Management*</td>
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<tr>
<td>Medical Assisting</td>
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</tbody>
</table>

Diplomas

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<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Medical Billing and Coding</td>
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<tr>
<td>Medical Office Professional</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td>Phlebotomy and ECG Technician</td>
</tr>
</tbody>
</table>

*No longer enrolling
American National University—Florence, KY

The Florence campus was established in 1978 in Northern Kentucky, part of the Cincinnati, Ohio metropolitan area. Located on Connector Drive near Route 42, the Florence campus is easily accessible from I-75, I-71 and the TANK public transit system. The region is home to major corporations, financial institutions and medical centers, enabling our graduates to explore possible career opportunities in a wide variety of industries. This 14,400-square-foot campus houses five lecture rooms, three computer labs, a medical assisting lab, a surgical technology lab and an information technology lab.

Staff

Campus Director – Robert Slusher
Administrative Assistant – Don Etta Moore
Admissions Representative – Laura Andrade
Student Services Representative – Cassondra Stamper
Director of Health Science Education – Kathreen Buckner
Director of Surgical Technology – Deb Shumate

Associate’s Degrees/Associate of Science

Business Administration – Accounting
Business Administration – Management
Medical Assisting
Network Support
Surgical Technology*

Diplomas

Medical Billing and Coding
Medical Office Professional
Phlebotomy and ECG Technician

*No longer enrolling
American National University—Lexington, KY

With roots dating back to 1915, traced through its predecessors, Fugazzi College and Kentucky College of Business, our Lexington campus was completed in 2006. The University is located on Sir Barton Way in the Hamburg area and is easily accessible from I-64, I-75 and US 60. The Lexington community is a diversified economic development engine for health care, technology, retail trade and manufacturing; enabling our graduates to explore a wide variety of possible career opportunities. This 30,000-square-foot campus houses 15 classrooms, five computer labs, a medical assisting lab, an operating room where students perform simulations of medical procedures and an information technology lab. It is serviced by the public transportation system.

Staff

Campus Director – Mike McKinley
Administrative Assistant – Megan Norris
Receptionist – Robin Hogsten
Student Services Representatives – Catherine Davis
Admissions Representatives – Lindsay Stark, Megan Warren, Joshua Parsons
Director of Business and Accounting – Tom Fisher
Director of Health Science Education – Stephanie Slone
Director of Multimedia Production – William Gray
Director of Surgical Technology – Paul Craig
Director of IT Programs – Jeff Hale

Baccalaureate Degrees

Bachelor of Business Administration – Accounting*
Bachelor of Business Administration – Management*
Network Administration*

Associate’s Degrees/Associate of Science

Business Administration – Accounting*
Business Administration – Management*
Medical Assisting
Multimedia Production*
Network Support*
Surgical Technology*

Occupational Associate

Surgical Technology and Central Sterile Processing

Diplomas

Business Administration*
Medical Billing and Coding
Medical Office Professional
Pharmacy Technician

*No longer enrolling
American National University—Louisville, KY

American National University has helped students in Louisville and surrounding areas achieve their education goals since 1991 and continues to build on its reputation among local employers for its skilled graduates. The Louisville campus is located at the intersection of I-264 and Dixie Highway, Watterson Expressway Exit 8B. There is also an easily accessible stop on the TARC bus route for this campus. Through its career programs, National helps educate students to capitalize on the many opportunities the local economy affords. This 30,000-square-foot campus houses 17 classrooms, four computer labs, a medical lab, a surgical technology lab and two information technology labs.

Staff

Campus Director – Cliff Messina
Administrative Assistant – Samantha Langevin
Receptionists – Gina Guthrie, Geneva Bullitt
Director of Admissions – Virgie Douglas
Admissions Representative – Ely Kraft, Christopher Morris
Student Services Representative – Ruby Deleon
Director of Health Science Education – Bonnie Kiefer
Director of Health Information Management – Jeff Hale
Director of Surgical Technology Programs – Nicole Mullaney

Baccalaureate Degrees

Bachelor of Business Administration – Management*

Associate’s Degrees/Associate of Science

Business Administration – Management*
Health Information Management
Medical Assisting
Surgical Technology*

Diplomas

Business Administration*
Medical Billing and Coding
Medical Office Professional
Pharmacy Technician
Phlebotomy and ECG Technician

*No longer enrolling
American National University—Pikeville, KY

American National University brought its educational programs to the Eastern Kentucky region in 1975. National's business programs have experienced tremendous success, due in large part to the banking industry's strong presence in the region. Pikeville also boasts one of the leading medical centers in the tri-state area. Located just off US Highway 23, the campus is in one of the fastest growing regions in Eastern Kentucky with over 1,400 businesses contributing to its growing economy, enabling our graduates to explore possible career opportunities in a wide variety of industries. This 15,710-square-foot campus houses 9 lecture rooms, two computer labs, two medical labs and an information technology lab.

Associate’s Degrees/Associate of Science
- Medical Assisting
- Nursing

Occupational/Associate of Science
- Emergency Medical Services—Paramedic

Diplomas
- Medical Billing and Coding
- Phlebotomy and ECG Technician

Certificates
- Emergency Medical Technician

Staff

Campus Director – Tammy Riley
Administrative Assistant – Rita Thacker
Receptionist – Regina Goodman
Student Services Representatives – Anne Snyder-Vanover
Admissions Representatives – Cheria Goodson, Laura Hall-Smith
Director of Health Science Education – James Hess
Nursing Administrator – Edith Owens
American National University—Richmond, KY

American National University opened its doors in this historical Madison County town in 1976. Nested on the western slope of the Daniel Boone National Forest, on South Killarney Lane, the Richmond campus is easily accessible from I-75 (exit 87) or KY 52. The campus resides in a region of focused economic growth, enabling our graduates to explore possible career opportunities in a wide variety of businesses. This 9,000-square-foot campus is comprised of two buildings that house five lecture rooms, three modern computer labs and a medical lab.

Staff

Campus Director – Paula Beth Ciolek
Administrative Assistant – Cynthia Hansel
Admissions Representative – Shannon Gardner
Student Services Representative – Melissa Settle
Director of Health Science Education – Stephanie Sloan

Associate’s Degrees/Associate of Science

Business Administration – Accounting*
Business Administration – Management*
Medical Assisting

Diplomas

Business Administration*
Medical Billing and Coding
Medical Office Professional
Pharmacy Technician
Phlebotomy and ECG Technician

*No longer enrolling
Campus Locations

Administrative Office (Main Campus)
2376 Sir Barton Way
Lexington, KY 40509
859.253.0621

Office Hours
Monday–Friday: 8:00 a.m.–5:00 p.m. | Saturday by appointment

American National University—Indiana

South Bend
1030 E. Jefferson Blvd.
South Bend, IN 46617
574.307.7100

American National University—Kentucky

Danville
115 E. Lexington Ave.
Danville, KY 40422
859.236.6991

Florence
8095 Connector Dr.
Florence, KY 41042
859.525.6510

Lexington
2376 Sir Barton Way
Lexington, KY 40509
859.253.0621

Louisville
4205 Dixie Hwy.
Louisville, KY 40216
502.447.7634

Pikeville
50 National College Blvd.
Pikeville, KY 41501
606.478.7200

Richmond
125 S Killarney Ln.
Richmond, KY 40475
859.623.8956
Undergraduate Course Descriptions

Preparatory

These courses carry four credit hours and count toward attempted hours for purposes of Standards of Academic Progress. However, these courses do not count toward programmatic requirements for graduation.

**ENG090 Basic English**
*4 Non-Degree Credits*
This course is designed to develop and enhance students' basic English skills.

**MAT090 Basic Math**
*4 Non-Degree Credits*
This course is designed to develop and enhance students' basic math skills.

Accounting

**ACC101 (ACC101ON) Principles of Accounting I**
*4 Credit Hours*
This introductory level course focuses on contemporary accounting practices and the procedures of individually owned businesses.

**ACC102 (ACC102ON) Principles of Accounting II**
*4 Credit Hours*
(Prereq. – ACC101) This advanced course focuses on the principles of accounting as applied to inventory, tangible assets, owner’s equity, and the wholesale or retail business. This course also provides a review of procedures for preparing end-of-the-year financial statements and the annual report.

**ACC110 (ACC110ON) Payroll Accounting**
*4 Credit Hours*
(Prereq. – ACC101) Payroll Accounting illustrates the methods of computing wages, deductions, and salaries; the methods of keeping records, and the preparation of government reports.

**ACC115 (ACC115ON) Computerized Accounting**
*4 Credit Hours*
(Prereq. – ACC102, COM151) Students will learn how to use the computer to apply the basic principles and procedures of accrual accounting. The focus of this course will include: general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory, and job costs by using and familiarizing themselves with QuickBooks software.

**ACC200 (ACC200ON) Principles of Accounting III**
*4 Credit Hours*
(Prereq. – ACC102) This course focuses on corporate accounting. Students will learn about corporate organizations, capital stock, earnings and bonds, investments, branch operations, cost accounting, and financial statement analysis.

**ACC201 (ACC201ON) Intermediate Accounting I**
*4 Credit Hours*
(Prereq. – ACC200) This is the first in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain an in-depth knowledge of primary financial statements, revenues, receivables, and the use of present/future value techniques.

**ACC203 (ACC203ON) Cost Accounting I**
*4 Credit Hours*
(Prereq. – ACC200) This course provides students with an introduction to major topics including: job order costs; process costing; by-product and joint product costing; factory overhead planning and control; quantitative models for materials, and labor-related costs.

**ACC216 (ACC216ON) Income Tax**
*4 Credit Hours*
(Prereq. – ACC101) This course provides students with an introduction to tax preparation for individuals.

**ACC299 Accounting Externship**
*4 Credit Hours*
(Prereq. – Advisor’s approval and completion of 48 credit hours with a CGPA of 2.0) Students will gain practical skills and hands-on experience by spending 120 clock hours in a supervised accounting environment.
**ACC313 (ACC313ON) Managerial Accounting**
4 Credit Hours
(Prereq. – ACC200, BUS121) Students taking this course will learn accounting concepts used in managerial decision-making. Students will have the opportunity to apply these concepts to case studies. Course work focuses on the preparation of individual and corporate returns.

**ACC314 (ACC314ON) Auditing**
4 Credit Hours
(Prereq. – ACC320) The focus of this course includes auditing theory and practice, working papers, financial statements, and professional ethics. Students will gain an in-depth understanding of auditing standards, statistical compliance testing, and substantive testing. (BBA students only)

**ACC317 (ACC317ON) Cost Accounting II**
4 Credit Hours
(Prereq. – ACC203) This course provides students with a detailed study of cost accounting. Emphasis is placed on standard costs, flexible budgets, variance analysis, and differential cost analysis. Course work also includes: direct costing, intracompany transfer pricing, product pricing, marketing, cost analysis, linear programming applications, and capital expenditures. (BBA students only)

**ACC320 (ACC320ON) Intermediate Accounting II**
4 Credit Hours
(Prereq. – ACC201) This is the second in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain an in-depth knowledge of inventory; acquiring and writing off non-current assets; investments in debt and equity securities, and debt and equity financing.

**ACC416 (ACC416ON) Advanced Taxation**
4 Credit Hours
(Prereq. – ACC216) Students taking this course will discuss capital gains, tax-deferred transaction, minimum tax, investment credit, and corporate taxation. Emphasis is placed on estate and gift taxation. (BBA students only)

**ACC418 (ACC418ON) Municipal and Institutional Accounting**
4 Credit Hours
(Prereq. – ACC320) This advanced course provides students with a study of accounting as it applies to municipalities and non-profit organizations. Both general and various specialized funds will be discussed. (BBA students only)

**ACC420 (ACC420ON) Intermediate Accounting III**
4 Credit Hours
(Prereq. – ACC320) This is the final in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. The focus of this advanced course includes: the more complex issues of leases; accounting for income taxes; pension accounting; earnings per share; correcting errors, and analyzing financial statements. (BBA students only)

**Business**

**BUS101 (BUS101ON) Introduction to Business**
4 Credit Hours
This introductory course in modern business focuses on basic business terms, business concepts, organization structures, and the functions of business.

**BUS110 (BUS110ON) Business Mathematics I**
4 Credit Hours
(Prereq. – MAT090 if applicable) Students will learn basic business math concepts, including number systems, fractions, decimals, the metric system, and problem solving.

**BUS117 (BUS117ON) Supervision**
4 Credit Hours
Students taking this course will learn how to be effective supervisors. Topics for discussion include how supervisors inspire, empower and develop people so that they become more effective in their working roles, the supervisory function for employee and workplace safety, and the supervisor’s responsibilities for planning and decision-making.

**BUS121 (BUS121ON) Principles of Economics**
4 Credit Hours
This course provides students with a study of how individuals attempt to satisfy their wants through consuming goods and services. Topics for discussion include: the U.S. economic system; government finance, and the consumption and distribution of the national wealth.

**BUS123 (BUS123ON) Practical Law**
4 Credit Hours
Students taking this course will discuss the United States Constitution as it relates to the business community, commercial paper, negligence, criminal law, bankruptcy, and employment law.

**BUS125 (BUS125ON) Principles of Management**
4 Credit Hours
This course focuses on decision-making, strategic planning, organizing, and job organizational design aspects that are essential to the field of management.
BUS210 (BUS210ON) Business Mathematics II  
4 Credit Hours  
(Prereq. – BUS110) Students will build on skills they acquired in Business Math I. Emphasis is placed on such topics as simple interest, the discounting process, compound interest, and present values.

BUS217 (BUS217ON) Organizational Behavior  
4 Credit Hours  
Students taking this course will learn how interpersonal relationships develop in an organization and how the organization deals with both formal and informal power structures. Topics for discussion include motivation, leadership, organizational environment, and communication.

BUS218 (BUS218ON) Customer Service Management  
4 Credit Hours  
(Prereq.-BUS101) The focus of this course is Customer Relationship Management (CRM), a strategic methodology emphasizing the centrality of customers to an organization’s existence. The course examines best practices in enhancing customer relationships over time which enhances an organization's competitive position and increases its profitability.

Through case studies, class discussion, projects and presentations, the student will gain a firm understanding of the key decision variables required to successfully adopt and use the CRM methodology in marketing environments. Strong customer relationships also rely upon personal selling and sales strategy, featured in the second part of this course.

BUS223 (BUS223ON) Sales and Contract Law  
4 Credit Hours  
This course provides an examination of the principles of law as they relate to contract and the application of the uniform commercial code as it relates to sale-of-goods contracts.

BUS224 (BUS224ON) Organizational Leadership  
4 Credit Hours  
Students taking this course will examine concepts of leadership and explore skills to become leaders. Students will learn how leaders set goals, resolve conflict, manage change and motivate the workforce.

BUS225 (BUS225ON) Business Communications  
4 Credit Hours  
(Prereq.- ENG090 if applicable) A comprehensive course in business communication, that includes the study and practice of concepts and skills as they apply to business and professional settings including written communication, business and professional presentations, interpersonal and group dynamics. Special attention is given to learning to communicate effectively in multiple formats as professional in today's digital, social, and mobile world.

BUS227 (BUS227ON) Human Resource Management  
4 Credit Hours  
This course examines the principles of employee selection, job design, performance appraisal, compensation, training and development, safety and health, and labor relations.

BUS228 (BUS228ON) Principles of Marketing  
4 Credit Hours  
This course focuses on the concepts and practices of the marketing function. Students taking this course will examine both macro- and micro-environmental variables as they influence the marketing function.

BUS270 (BUS270ON) Introduction to Project Management  
4 Credit Hours  
Students will be guided through a four-phase systematic approach to project concepts, study, design, and implementation. Course work will include real world case studies that emphasize aspects of the project phases.

BUS310 (BUS310ON) Quality Assessments, Outcomes, and Improvements  
4 Credit Hours  
(Prereq. – HCM310) This course focuses on the practical application of quality principles. Students learn how to problem solve through data analysis and by applying quality principles to solve simulated business challenges. Students also learn how to make necessary calculations for charts and graphs used in solving consumer issues.

BUS324 (BUS324ON) Financial Planning and Investment  
4 Credit Hours  
(Prereq. – ACC313, BUS125) Students taking this course will study the fundamental principles underlying investment and the various types of investment securities. Course work also includes a study of security analysis. (BBA students only)

BUS350 (BUS350ON) Managing the Small Business  
4 Credit Hours  
(Prereq. – BUS101, BUS228) This course examines the various aspects of starting, acquiring, and operating a small business enterprise. Students will discuss various problems encountered by small businesses.
BUS386 (BUS386ON) Money, Banking and the Financial Marketplace
4 Credit Hours
(Prereq. – BUS121) Students who take this course will learn the structures and effects of commercial banking and relationships, the Federal Reserve System, monetary theory, and the impact of regulatory agencies. (BBA students only)

BUS390 (BUS390ON) Research and Report Writing
4 Credit Hours
(Prereq. – BUS125) This course helps students learn how to communicate extensive information to various audiences. Topics include preparation of text, analyzing data, developing graphics, logical organization, and effective presentation. (BBA students only)

BUS391 (BUS391ON) Production and Operations Management
4 Credit Hours
(Prereq. – BUS125, BUS110) This course provides a survey of production capacity planning, job design, and inventory management. Students will discuss topics such as standards and work measurements, scheduling, and quality control. (BBA students only)

BUS392 (BUS392ON) Purchasing and Materials Management
4 Credit Hours
(Prereq. – BUS125, BUS110) This course will receive an in-depth analysis of the various purchasing techniques used in the public, private, and foreign sectors. Topics for discussion include: forecasting, inventory control, price determination, and cost analysis. (BBA students only)

BUS413 (BUS413ON) Cash Flow Analysis for Decision-making
4 Credit Hours
(Prereq. – HCM313) This course introduces the standard techniques and recent advances in financial management. Emphasis is on the managerial implications of financial analysis. Extensive knowledge of finance is not required, though a familiarity with basic principles and some experience working with financial statements is helpful.

BUS420 (BUS420ON) Project Management
4 Credit Hours
(Prereq. – This course can only be taken during the last two terms of a student’s program) This course helps students create project plans, assemble and lead problem-solving teams, eliminate or manage potential stumbling blocks, and complete projects on time and within budget.

BUS490 (BUS490ON) Corporate Budgeting
4 Credit Hours
(Prereq. – ACC200) Students taking this course will study the application of financial principles and analysis in business situations. This course examines topics such as capital budgeting, capital structure, asset management, and various types of securities. (BBA students only)

BUS495 (BUS495ON) Strategic Management
4 Credit Hours
(Prereq. – This course can only be taken during the last two terms of a student’s program) This is a capstone course that covers strategic management concepts utilizing theory and case studies. This seminar course focuses on business strategy, the concept of competitive advantage, and the management of organizational structure and strategy. (BBA students only)

BUS499 Business Externship
4 Credit Hours
Students will gain practical skills and hands-on experience by spending 120 clock hours in a supervised business environment.

Computers

COM151 (COM151ON) The Microsoft® Office
4 Credit Hours
This is an introductory course that provides a comprehensive study of The Microsoft® Office. This course is a combination of lecture and hands-on training.

COM200 (COM200ON) Introduction to Web Page Design
4 Credit Hours
(Prereq. – COM151) Students taking this course will receive an introduction into web page design using HTML and JavaScript. Students will design web pages with enhancements such as graphics, color, tables, frames, and hypertext links. Students will also explore effective design techniques.

COM234 (COM234ON) Desktop Applications
4 Credit Hours
(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Word, Microsoft® PowerPoint, and desktop publishing to prepare documents and presentations.

COM235 (COM235ON) Spreadsheet Applications
4 Credit Hours
(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Access and Microsoft® Excel to prepare databases and spreadsheet applications.
Emergency Medical Technology

**EMS100 Introduction to Emergency Medical Technician**  
*12 Credit Hours*  
Students taking this introductory course will learn the skills necessary to provide emergency medical care at a basic life support level with an ambulance or other specialized service. This course covers an introduction to EMT: EMS systems, wellbeing of the EMT, legal and ethical issues, anatomy, physiology, pathophysiology, medical terminology, life span development, public health, communications, documentation, pharmacology, airway and ventilation management, basic life support, patient assessment and introduces the student to respiratory and cardiac and medical and environmental emergencies. This course covers the topics of shock and resuscitation and the special populations of obstetric, pediatrics, geriatrics, and infants and those with special challenges.

**EMS102 Introduction to Rescue Operations and Externship**  
*4 Credit Hours*  
(Prereq. – EMS100) Students enrolled in this introductory course for emergency medical service operations will be familiarized with scene management and ambulance operations. Course content will include Ambulance Operations (EVOC), Medical Incident Command, Hazardous Materials Operations and Fire and Crime Scene Awareness, vehicle extrication, terrorism response and disaster management.

Students taking this course will participate in a field externship with an ambulance or other specialized service to observe and provide emergency medical care at the EMT level utilizing BLS skills and employing all BLS knowledge with some assistance from the preceptor or field training officer. Upon completion of the certificate, students are eligible to sit for EMT national registry exam for certification.

**EMS104 Emergency Medical Technician Review and Capstone**  
*4 Credit Hours*  
(Prereq. – EMS100) Students will prepare for the national registry exam by reviewing content, completing practice exams and practicing psychomotor skills. Students will practice clinical behavior and judgment within the laboratory with scenario based learning. Upon completion of the certificate, students are eligible to sit for EMT national registry exam for certification.

This course may be utilized to refresh the skills of a student who has already completed an EMT course in the past. The lecture and laboratory hours meet the requirement of an EMT refresher course.

**EMS110 Introduction to Paramedic Care**  
*4 Credit Hours*  
(Prereq. – EMT Certification) This course provides students with a study of the role as an EMS professional, personal wellness, primary injury prevention, legal issues, and ethics. The course covers concepts of life span development, communication, medical terminology, public health, abuse, and an introduction to pathophysiology.

**EMS112 Patient Assessments**  
*4 Credit Hours*  
(Prereq. – EMT Certification) Students will develop the skills necessary to: take a history, explain the pathophysiological significance of the findings, perform a complete patient assessment, develop differential field diagnosis, and develop a treatment plan which will change based upon the patient’s reactions to current treatment plan. This course covers communication of findings and documentation.

**EMS120 Paramedic Pharmacology**  
*4 Credit Hours*  
(Prereq. – EMS110 and EMS112) This course is an introduction to paramedic pharmacological principles and dosage calculations. This covers the procedures of accessing the venous circulation and a review of the various classifications of medications administered by paramedics. Coursework includes principles of medication administration and practice in the laboratory. Mathematical principles, conversion, and dosage calculation methods are reviewed and students complete a dosage calculation test.

**EMS122 Introduction to Cardiology**  
*4 Credit Hours*  
(Prereq. – EMS110 and EMS112) The student will learn electrophysiology, rhythm interpretation and physical assessment. Course work includes the study of anatomy and physiology of the heart and an introduction to the pathophysiology of cardiovascular emergencies.

**EMS124 Airway & Respiratory**  
*4 Credit Hours*  
(Prereq. – EMS110 and EMS112) Students will develop the skills necessary to: establish and/or maintain a patient’s airway, oxygenate, and ventilate a patient. Students will also be able to perform a respiratory assessment and implement the treatment plan for a patient with respiratory or other emergencies.
EMS130 Medical Part I
4 Credit Hours
(Prereq. – EMS120, EMS122, EMS124) Course work includes the study of the pathophysiology, assessment, and management of medical related emergencies such as neurology, endocrinology, abdominal and gastrointestinal, obstetrics, gynecologic, behavioral and psychiatric disorders.

EMS132 Medical Part II
4 Credit Hours
(Prereq. – EMS120, EMS122, EMS124) Course work includes the study of the pathophysiology, assessment, and management of medical related emergencies such as Genitourinary and Renal, Hematologic, Immunologic, allergies, anaphylactic reaction, Toxicology, environmentally induced, Diseases of the Eyes, Ears, Nose and Throat, and Infectious Diseases. Issues related to the challenged patient will be addressed.

EMS134 Advanced Cardiology
4 Credit Hours
(Prereq. – EMS122) Students who complete this course will be able to identify and treat patients with cardiac abnormalities and insufficiencies using advanced assessment skills. Students will also have a complete understanding of the pathophysiology and the use of advanced diagnostics including 12-Lead cardiology. This course will cover the principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints. Concepts of shock and resuscitation will be addressed. Students will obtain their Advanced Cardiac Life Support Card.

EMS200 Trauma
4 Credit Hours
(Prereq. – EMS130, EMS132, EMS134) Course content includes pathophysiological principles, assessment, and management of the patient with soft tissue trauma, brain injury, head injury, spinal cord injury, thoracic injury, abdominal trauma and musculoskeletal injury. Laboratory skills will include assessing a patient by taking a history, performing a physical exam, and utilizing proper clinical decision making skills when treating the trauma patient.

EMS202 Clinical Rotation I
4 Credit Hours
(Prereq. – EMS130, EMS132, EMS134, (ACLS) card) This course is the first clinical course and follows the National Education Standard Curriculum for Paramedics. Students taking this course will observe and practice the skills necessary to provide emergency medical care at the advanced level within a health care setting in a variety of specific rotations. Students will be expected to perform all BLS skills and employ all BLS knowledge without the assistance of the preceptor.

EMS210 Special Populations
4 Credit Hours
(Prereq. – EMS200) Coursework includes pathophysiological principles, assessment and management of patients from special populations. Laboratory skills in this course include identifying and treating patients from special populations including neonatology, pediatrics, geriatrics, as well as the chronic care patient.

EMS212 Paramedic: Rescue Operations
4 Credit Hours
(Prereq. – EMS200) Students taking this introductory course for emergency medical service operations will be introduced to scene management and ambulance operations to safely manage the scene of an emergency. Course content will include Ambulance Operations (EVOG), Medical Incident Command, Hazardous Materials Operations and Fire and Crime Scene Awareness, vehicle extrication, multiple casualty incident due to terrorism and disaster, and air medical.

EMS214 Clinical Rotation II
4 Credit Hours
(Prereq. – EMS202) This second clinical course is a continuation of the paramedic program clinical rotation. Students taking this course will practice the skills and apply the knowledge necessary to provide emergency medical care at the advanced level within a health care facility. Students will be expected to perform all BLS skills and employ all BLS knowledge without the assistance of the preceptor. Additionally, students are expected to perform a complete and thorough patient assessment and utilize skills learned in all courses completed with only minimal assistance or prompting from the preceptor.

EMS222 Field Internship I
4 Credit Hours
(Prereq. – EMS214, PALS (Pediatric Advanced Life Support) card and Co-requisite: EMS224) This course is a continuation of the paramedic program rotations as the first field internship course. Students taking this course will practice the skills and apply the knowledge necessary to provide emergency medical care at the advanced level with an ambulance. Students will be expected to perform all BLS skills and employ all BLS knowledge without the assistance of the preceptor or field training officer. Additionally, students are expected to perform a complete and thorough patient assessment and utilize skills learned in all courses completed with only minimal assistance or prompting from the preceptor or field training officer. This course will allow the student an opportunity to begin to function as a team leader.
EMS224 Field Internship II
4 Credit Hours
(Prereq. – EMS214, PALS (Pediatric Advanced Life Support) card and Co-requisite: EMS222) This course is a continuation of the paramedic program field rotation as the second field internship course. Students taking this course will practice the skills and apply the knowledge necessary to provide emergency medical care at the advanced level with an ambulance or other specialized service. Students will be expected to perform all BLS skills and employ all BLS knowledge without the assistance of the preceptor or field training officer. Additionally, students are expected to perform a complete and thorough patient assessment and utilize skills learned in all courses completed with only minimal assistance or prompting from the preceptor or field training officer. This course will allow the student an opportunity to continue to develop and function as a team leader.

EMS232 Capstone and Field Internship III
4 Credit Hours
(Prereq. – To be taken in the last term, EMS224) This course serves as the final didactic and field internship course and will allow the student to review prior to sitting for the National Registry exam. Students will complete practice exams, review study skills for the national registry exam and complete additional field internship hours in their final term of the program.

EMS234 Field Summative Evaluation
4 Credit Hours
(Prereq. – EMS224) This field summative evaluation course is the final course in the program that provides students the opportunity to serve as a team leader and to demonstrate their knowledge and skills in the role of an entry level paramedic. Students taking this course will practice the skills and apply the knowledge necessary to provide emergency medical care at the advanced level with an ambulance. Students will be expected to perform all BLS skills and employ all BLS knowledge without the assistance of the preceptor or field training officer. Additionally, students are expected to perform a complete and thorough patient assessment and utilize skills learned in all courses completed with no assistance or prompting from the preceptor or field training officer.

ENG102 (ENG102ON) English Composition
4 Credit Hours
(Prereq. – ENG090 if applicable) Students taking this course will study and discuss rhetoric, style, and composition, with special emphasis on written communication skills.

ENG126 (ENG126ON) Oral Communication
4 Credit Hours
Students taking this course will develop the ability to express themselves effectively in public and private settings.

General Education

BIO101 (BIO101ON) Introduction to Biology
4 Credit Hours
Introduction to Biology is a general biology class for non-biology majors in which the following basic principles are explored: Characteristics of Life, Basic Biochemistry, Cell Structure and Function, Cell Metabolism and Reproduction, Genetics and Heredity, and Scientific Method. This class is intended for students who have never studied biology or who need to review basic biology.

BIO201 (BIO201ON) Basic Anatomy and Physiology I
4 Credit Hours
A study of the anatomy and physiology of the skeletal, muscular, respiratory, cardiovascular, lymphatic, immune, hematological, digestive, and reproductive systems. This course covers human development, birth and genetics.

BIO202 (BIO202ON) Basic Anatomy and Physiology II
4 Credit Hours
Students taking this course will study the anatomy and physiology of the cell, tissues, membranes, and structures of the nervous system, the sensory system, the integumentary system, the digestive, the urinary system, and the endocrine system. This course will discuss the basic chemistry, water acids, bases, carbohydrates, lipids, proteins, nucleic acids and classes of macromolecules in cells.

CHM105 (CHM105ON) General, Organic and Biochemistry
4 Credit Hours
This course covers an introduction to general principles of chemistry providing an integrated approach to aspects of general, organic, and biochemistry. The course is designed to provide a background for students in nursing and other related allied health areas.

ENV101 (ENV101ON) Environmental Science
4 Credit Hours
Environmental Science is a general course for non-biology majors in which students will explore the following basic principles: concepts required to understand interrelationships of the environment and the natural world; environmental problems both natural and man-made; risks associated with air, water, land
pollution; health of humans and ecosystems; deforestation and climate change; overpopulation, and environmental law, economics, and ethics.

**ETH205 (ETH205ON) Ethics**  
*4 Credit Hours*  
Students taking this course will study ethical thought and ideals, with emphasis on the central assumptions of personal and social morality. Students will also investigate ethics and related problems in industry, civil society, and the typical American community.

**GEN241 (GEN241ON) Cultural Appreciation**  
*4 Credit Hours*  
The need for cultural awareness doesn’t just apply to one’s relationship with others; conflicting cultural perspectives often exist within the individual. Students will learn to appreciate their own heritage and understand how their heritage influences their perspectives while gaining an appreciation for the cultural heritage of those around them. Students will be challenged to think and discuss their beliefs and opinions in light of cultural influence and understand how those values affect their work ethic and working relationships. Course content will incorporate experiences similar to those that will occur in the vocations students have chosen to study.

**GOV340 (GOV340ON) American Government**  
*4 Credit Hours*  
Students taking this course will study constitutional principles, institutions, functions, and processes as they relate to government in the United States.

**HIS290 (HIS290ON) American History 1945–Present**  
*4 Credit Hours*  
This course documents the exciting political, social, and corporate events that forged the United States’ industrial and technological power from 1945 to the present.

**HIS490 (HIS490ON) American Economic History**  
*4 Credit Hours*  
Students taking this survey course will examine the complete range of economic ideas from ancient times to the present.

**LOG215 (LOG215ON) Thinking Critically**  
*4 Credit Hours*  
This course introduces students to the process of critical thinking and offers knowledge and experience that can be applied to academic, professional, and personal growth. Students will learn to examine and evaluate the information they are exposed to, confidently select appropriate evidence from conflicting data, and craft that evidence into viable answers or solutions. Material will be drawn from examples and scenarios based on actual academic and professional situations so that the application of knowledge will easily transfer to events outside of the classroom.

**LOG357 (LOG357ON) Logic and Critical Thinking**  
*4 Credit Hours*  
This practical course provides students with an introduction to the art of thinking based on examining and discussing different types of reasoning and the requirements of logical consistency.

**PER330 (PER330ON) Personal Health**  
*4 Credit Hours*  
This course provides students with an introduction to contemporary health concerns and issues. Students will discuss mental health, prescription and over-the-counter drugs, physical fitness, nutrition, and disease.

**POL202 (POL202ON) Political Science**  
*4 Credit Hours*  
This course provides the student with the means and opportunity to engage their government as a concerned individual. Global political systems and principal theories will be examined and compared to events and decisions affecting each student at the local level. Throughout the course, students will be encouraged to become participants in their local government and to recognize and understand the various challenges that influence local decisions. The information and skills students learn in this course may be applied to many professional fields.

**PRO453 (PRO453ON) Parliamentary Procedures/Group Dynamics**  
*4 Credit Hours*  
Students taking this course will study the rules that govern the proceedings of many businesses and civic organizations. Emphasis is placed on effective group interaction and communication skills to include group dynamics, group structure, and group roles.

**PSY127 (PSY127ON) Psychology**  
*4 Credit Hours*  
This course provides students with an overview of the fundamental principles and methods of psychology. Topics for discussion include biological basis of behavior, sensory and perceptual processes, learning, motivation, developmental changes, personality, social behavior, and behavioral disorders.

**PSY200 Human Growth and Development**  
*4 Credit Hours*  
This course is designed to study human growth and development across the life span with emphasis upon normal growth and milestones achieved in the physical, cognitive, social, and emotional systems. Professional consideration is given to understanding changes that occur at different stages of development, and how care and interaction with individuals needs to be appropriate for their stage of development.
REL330 (REL330ON) World Religion
4 Credit Hours
A concise examination of the historical and philosophical foundations of the major living religions of the world. Students taking this course will also explore the lives and teachings of the founders of these major religions and the cultural factors that produced them.

SOC461 (SOC461ON) Introduction to Sociology
4 Credit Hours
This course is a combination of applied psychology, communications, and interpersonal relations designed to acquaint the student with the tools for self-examination and understanding of business and social relationships.

Other General Education Courses Include:

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<td>English Composition</td>
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<td>ENG126</td>
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<td>MAT214</td>
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<td>MAT220</td>
<td>Algebra and Basic Statistics</td>
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Health Information Management

HIM101 (HIM101ON) Introduction to Health Information Management
4 Credit Hours
This is an introductory course providing an overview to the various aspects of Health Care Information Management (HIM) and the technology used. The course introduces a student to the role of health information professional in the documentation process and managing the information flow within a health care organization. It provides an introduction to the content of health records, electronic medical records, as well as an overview of the clinical classification systems-taxonomies, vocabularies, and coding systems. It prepares the student to face the challenges in the health information management field in keeping up with the advancements in medicine and technology.

HIM104 (HIM104ON) Legal and Ethical Practices in Health Information Management
4 Credit Hours
This course provides the students an understanding of the American legal system specially pertaining to health care laws and theories. It focuses on the use and development of privacy, security and confidentiality policies, procedures and infrastructure in a health care organization, emphasizing on risk management, access and disclosure management, and compliance activities related to regulations and standards in the field of health information management. It also introduces the learner to the myriad issues which pose ethical challenges for a health information professional.

HIM150 Introduction to Pharmacology
4 Credit Hours
(Prereq. – BIO206) This course provides students of Health Information Management the fundamental knowledge of drugs, uses of common brand name and generic drugs, different formats and administration of drugs, therapeutic, preventive, and diagnostic uses of drugs. The emphasis is on the drugs that are used to treat conditions associated with the specific body systems. Students will apply the pharmacology knowledge to clinical documentation in health records via case studies to associate drugs to usage, diagnosis and treatment.

HIM160 Healthcare Delivery Systems
4 Credit Hours
(Prereq. – HIM101) This course introduces the different types of healthcare services provided in diverse settings throughout the patients’ continuum of care. It familiarizes the students with the structure, and content of data these systems produce, and the standards and requirements of the data structures. It also covers regulatory issues, reimbursement and funding, information management, data flow, quality improvement, utilization management, and risk management issues associated with each system.

HIM200 (HIM200ON) Health Informatics
4 Credit Hours
(Prereq. – HIM101, COM151 for HIM students only) This course offers students with an over view of the application of information technology in health care delivery and management. It provides students with hands on experience with clinical information systems via virtual laboratory exercises and web services. Students are exposed to the health information standards for electronic health records. It also includes an introduction to data base systems, security issues related to health care information management systems, and health information exchange.

HIM201 (HIM201ON) Clinical Classification Systems I
4 Credit Hours
(Prereq.-BIO206) This course introduces students to the organization, principles and practices of ICD-10-CM, Diagnosis coding. They are given an overview of ICD code sets related to diagnosis coding. Students learn to assign ICD-10-CM codes to medical diagnoses using the current codebook following current coding guidelines.
HIM202 (HIM202ON) Clinical Classification Systems II
4 Credit Hours
(Prereq.– HIM201) In this course students learn the ICD-10-CM chapter specific guidelines continuing from the Clinical Classification Systems I. Students are introduced to the organization, principles and practices of ICD-Procedure Coding in this course. They are given an overview of ICD code sets related to procedure coding. Emphasis is on following current regulations and established guidelines in code assignment.

HIM205 (HIM205ON) Procedural Coding
4 Credit Hours
(Prereq.-BIO206) This course provides introduction to assigning accurate medical codes to procedures and medical services performed in an outpatient setting through the use of Healthcare Common Procedure Coding System Level I and II. The students are trained to use the Current Procedural Terminology (CPT) to code procedures following coding conventions and current guidelines. The sections from CPT book that are covered in this course are Evaluation and Management, Anesthesia, and Surgery Subsection Integumentary, Musculoskeletal, and Respiratory Systems.

HIM206 Procedural Coding II
4 Credit Hours
(Prereq.– HIM205) This course is a continuation of Current Procedural Terminology coding. The students will continue to learn to use terms and codes for reporting medical services, procedure supplies, and equipment through the use of Healthcare Common Procedure Coding System Level I and Level II coding systems. Encoder will be utilized in assigning codes to procedures in coding complex case studies, and students will recognize the use of the encoder in determining the NCCI and other code editors built into the systems.

HIM208 (HIM208ON) Reimbursement Methodologies
4 Credit Hours
(Prereq. – HIM201, HIM205; ENG090 and MAT090 if applicable) This course focuses on health care reimbursement systems, methodologies and payment process throughout the continuum of care. It provides an overview of government-sponsored, commercial, and managed care insurance plans. Students learn the methods and guidelines used to ensure accuracy of diagnostic and procedural groupings to support accurate billing through claims management and reconciliation process. The components of revenue cycle management and its importance in fiscal stability are reviewed.

HIM210 (HIM210ON) Advanced Coding
4 Credit Hours
(Prereq.–HIM202, HIM206; HIM150-for HIM students only; ENG090, MAT090-if applicable) The purpose of this course is to provide students with an advanced knowledge of applying ICD-10 and CPT coding skills to accurately report diagnoses and procedures based on Uniform Hospital Discharge Data Set (UHDDS) guidelines of coding and reporting and the use of encoder software. Students will learn the role, principles, and applications of coding audits in the field of healthcare reimbursement for inpatient as well as outpatient services.

HIM249 (HIM249ON) Principles of Health Care Management
4 Credit Hours
(Prereq. – HIM101) This course provides the health care information management students with basic business and administrative principles applicable to diverse health care delivery settings. Emphasis is placed on organizational leadership, human resource development, training and development, and finance management pertaining to the health care delivery systems.

HIM250 (HIM250ON) Quality Management in Health Care and Healthcare Statistics
4 Credit Hours
(Prereq. – HIM101, MAT220) The Quality Management course is designed for health information management students to be able to understand and implement the role of quality of services for improving health outcomes. It provides the students with tools and methods for data analysis to evaluate the need of efficient use of resources allocated for health care, and how they can lead to better patient care outcomes. The students will calculate common statistical measures used by organizations in different healthcare settings in data collection and reporting.

HIM298 (HIM298ON) RHIT Exam Success
4 Credit Hours
(Prereq. – Must be taken in last term) This course will prepare the student for the Registered Health Information Technician (RHIT) certification exam. There is a strong emphasis on review and application of the seven domains described in the RHIT content outline and knowledge statements published by AHIMA. The seven domains include: Data Analysis and Management, Coding, Compliance, Information technology, Quality, Legal, and Revenue Cycle. The students will take the RHIT certification exam during the last two weeks of this course.
HIM299 (HIM299ON) Professional Practice Experience
4 Credit Hours
(Prereq.– Must be taken in the last term) Professional Practice Experience (PPE) is an externship course developed to enhance student education in the field of career development during their last term of the Health Information Management program. This course provides a means in which students can bridge the gap from the classroom to the work environment. The experience provides meaningful exposure to the HIM practice environment all the while providing support and instruction to the student. Students will accomplish externship through a combination of simulations and in field experience. Externships may be located in a variety of traditional or non-traditional (insurance companies, consultants, health IT software vendor, etc.) sites and students will work under the supervision of the facility’s staff and/or the course faculty.

CS105 (CS105ON) Introduction to Relational Database Management Systems
4 Credit Hours
This course provides a vendor-neutral survey of Relational Database Management Systems Technology. Students will study the relational model and relational design including E-R diagramming and normalization techniques. The course introduces the student to Query-By-Example (QBE) and Structured Query Language (SQL) and introduces the fundamentals of database administration and management, data integrity and data security.

CY200 (CY200ON) Security+
4 Credit Hours
(Prereq.— IT110 and IT111) This course provides students with the knowledge and skills necessary to understand the core concepts of computer and network security. This course explains key security concepts including understanding threats to a computing infrastructure, securing a network infrastructure, understanding encryption technologies, securing communication and applications, and responding to security incidents. This course is designed to help prepare students for the CompTIA Security+ Certification Examination.

IT100 Electronics and Systems
4 Credit Hours
Students taking this course will obtain a background in digital electronics, digital devices, digital circuits, safety, digital security, and will obtain an introduction to networking.

IT101 Implementing &Troubleshooting Operating Systems Technology
4 Credit Hours
(Prereq.—IT100) This course is designed to prepare students for CompTIA A+ Essentials Certification examination (220-802). Topics include operating system fundamentals; operating system architecture; comparison of operating systems; the boot process; installing, configuring, supporting, and upgrading operating systems; diagnosing and troubleshooting operating systems, and file systems. Students will also be introduced to networking, hard drive support, and Internet concepts and configurations as related to operating systems. At the conclusion of the course students will sit for the CompTIA A+ Essentials examination.

IT102 Computer Hardware Technology
4 Credit Hours
(Prereq.—IT100) This course is designed to prepare students for the CompTIA A+ Practical Application Certification examination (220-801). Students taking this course will develop the knowledge and hands-on skills necessary to install, troubleshoot, service, and support microcomputer hardware. At the conclusion of the course students will sit for the CompTIA A+ Practical Application examination.

IT110 Network I
4 Credit Hours
Students taking this course will prepare for the CompTia Net+ certification. The will use their knowledge of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet.

IT111 Network II
4 Credit Hours
(Prereq.— IT110) Students taking this course will obtain an understanding of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet. As well as prepare them for the CompTIA NET+ certification.

IT215 (IT215ON) Client Configuration I
4 Credit Hours
(Prereq.—IT102) Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.
IT216 (IT216ON) Client Configuration II
4 Credit Hours
(Prereq.—IT102)

Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.

IT220 CISCO I
4 Credit Hours
(Prereq.—IT110, IT111)

Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND1 blueprint from Cisco Systems.

IT221 CISCO II
4 Credit Hours
(Prereq.—IT220)

Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND2 blueprint from Cisco Systems.

IT230 (IT230ON) Helpdesk Remote Services
4 Credit Hours
(Prereq.—IT101, IT102)

Students completing this course will be able to understand concepts that a service and help desk use to solve simple to complex computer and server issues. These issues will be addressed using phone, remote services, and face to face interaction. Upon completion of the course the student will have also acquired skills necessary to measure performance and manage a service and help desk environment.

NET205 Windows Server Administration I
4 Credit Hours
(Prereq.—IT111)

This course provides students with a broad understanding of Microsoft Windows Server 2016 as well as the knowledge and skills necessary to plan, implement, administer, and troubleshoot Windows Server 2016 in an Active Directory domain environment.

NET227 Network Server Installation and Configuration
4 Credit Hours
(Prereq.—NET205)

Students taking this course will build the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an enterprise environment. This course focuses on implementing, managing, maintaining, and provisioning services and infrastructure using Windows Server 2012. It covers the initial implementation and configuration of core services, such as Active Directory Domain Services, networking services, and Hyper-V configuration.

NET228 Network Server Core Services
4 Credit Hours
(Prereq.—NET205)

Students taking this course will build the knowledge and skills necessary to implement a core Windows Server 2012 infrastructure in an enterprise environment. This course focuses on mastery of core services such as user and group management, network access, and data security.

NET229 Network Server Advanced Services
4 Credit Hours
(Prereq.—NET205)

Students taking this course will build the skills and knowledge necessary to implement advanced Windows Server 2012 Services in an enterprise environment. This textbook focuses on mastery of fault tolerance; load balancing, failover clustering, certificate services and identity federation.

NET298 (NET298ON) Network Administration Certification and Career Success
4 Credit Hours
(Prereq.—To be taken in the final term)

This course is designed to prepare students for success on Microsoft Certification Examinations 70-410: Installing and Configuring Windows Server 2012, 70-411: Administering Windows Server 2012 and 70-412: Configuring Advanced Windows Server 2012 Services through structured classroom review and testing to assess the student's recall understanding and ability to apply the material presented throughout the program. This is a capstone course that will culminate with the student sitting for these Microsoft certification examinations as part of the course final examination. Additionally, students taking this course will prepare to effectively prepare a technical resume, conduct a job search, interview and secure a position in the IT industry.

Mathematics

MAT101 (MAT101ON) Understanding Mathematics
4 Credit Hours
(Prereq. – MAT090 if applicable)

Students taking this course will examine the fundamental principles of mathematical theory and grow to understand the logic and inter-relationship of various mathematical functions.

MAT214 (MAT214ON) Algebra
4 Credit Hours
(Prereq. – MAT090 if applicable)

Students will learn algebraic problem solving, radicals, quadratic equations, polynomials, inequalities, and applied problem solving.
MAT220 (MAT220ON) Algebra and Basic Statistics
4 Credit Hours
(Prereq. MAT090, if applicable) This course introduces algebra topics and basic elements of exploratory data analysis. This course will cover constructing, evaluating and analyzing mathematical models, specifically linear and exponential functions, to represent relationships in quantitative data.

MAT419 (MAT419ON) Introduction to Statistics
4 Credit Hours
(Prereq. – MAT214) Students will be introduced to common statistical methods. The focus of the course is to increase each student's statistical literacy. Upon completion of the course students should be able to identify and perform appropriate statistical procedures, and properly interpret the results. (BBA students only)

BIO206 (BIO206ON) Diseases of the Human Body
4 Credit Hours
(Prereq. – BIO201, BIO202) This course examines diseases affecting the various tissues, organs and body systems. Topics include genetics, mental health disorders, and diseases affecting children and the older adult.

MED107 (MED107ON) Medical Terminology
4 Credit Hours
Medical terminology is the language of medicine. Students will be taught using a systematic approach to word building and term comprehension based on the concepts of word roots, prefixes and suffixes. This course will provide the student the primary skills to use terminology to accurately describe the body and associated components, conditions, processes, and procedures. Students will learn terms pertaining to all the body systems and terms pertaining to pharmaceutical treatment.

MED110 (MED110ON) Dosage and Calculation of Medications
4 Credit Hours
(Prereq. – MAT090 if applicable) The core of the course involves the basis for proper calculation for medication dosages. Topics include dosage calculation, how to properly interpret medication labels and identification of equipment used for dosage measurement. A letter grade of “C” is required for successful completion of this course.

MED160 (MED160ON) Health Care Law and Ethics
4 Credit Hours
Introduction to law and ethics pertinent to medical careers. Topics include legal issues that are important to health care professionals, including the foundations of law and ethics as well as professional, social, and interpersonal health care issues.

MED175 (MED175ON) Pharmacology I for the Medical Assistant
4 Credit Hours
(Prereq. – MAT090 if applicable; Co-req.–BIO201, BIO202) This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, drug actions, and body responses. Topics include Federal Regulations such as the Controlled Substance Act, Pure Food and Drug Act, and Federal Food, Drug, and Cosmetic Act and Amendments. Other topics introduced in the course are dietary nutrients and their functions, sources, and signs of deficiencies. A minimum letter grade of “C” is required for successful completion of this course.

MED202 Clinical Medical Assisting
4 Credit Hours
The focus of this course is to introduce the students to entry-level clinical skills including: integrated clinical procedures, assisting with specialty examinations, and assisting with minor surgery. Information on patient education for health maintenance and disease prevention will be reinforced throughout the course. Blood borne pathogen and standard precaution training will be required in this course.

MED205 (MED205ON) Introduction to Pharmacology
4 Credit Hours
Students will analyze the classes of medically approved drugs, their action, indications, side-effects, and interactions. A letter grade of a “C” is required for successful completion of this course.

MED208 Medical Office Procedures
4 Credit Hours
Course includes skills needed to handle administrative duties in a busy medical office, including: reception, telephone procedures, computer skills, and scheduling and office equipment usage. Topics include the electronic healthcare record, patient navigator, written and oral communications skills. A minimum letter grade of “C” is required for successful completion of this course and a score of 85% on all skill-based competencies.
MED218 (MED218ON) Communication for the Healthcare Professional

4 Credit Hours
(Prereq. – ENG090 in applicable) Effective communication is a critical skill for the healthcare professional. This course provides the basic skills to communicate orally and in writing within an interdisciplinary, multicultural, and multigenerational healthcare environment. The essential of communication and the “soft-skills” needed for entry level healthcare jobs and career success are taught.

MED225 (MED225ON) Pharmacology II for the Medical Assistant

4 Credit Hours
(Co-req.–BIO206) This course examines the major drug classifications in relation to the treatment of diseases and disorders, including the effects of selected medications on pathophysiology. Topics include an analysis of the classes of medically approved drugs, their action, indications, side-effects, and interactions for the body systems including cardiovascular, urinary, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, nervous, integumentary, and ophthalmology. A minimum letter grade of “C” is required for successful completion of this course.

MED249 Medical Billing and Coding Externship and Review

4 Credit Hours
(Prereq: Must be taken in last term; HIM202, HIM206) This course includes on-site practical experience under the supervision of the facility’s staff and/or the Director of Health Science Education. Students are encouraged to locate their own site; however, the selection and approval of the site remains the responsibility of the Director of Health Science Education. Any competencies performed at the site must be checked off as “satisfactory” for performance. Any student who misses 12 or more hours from the externship site will be withdrawn from the class. Content includes HIPPA regulations, and legal and ethical issues. A review to prepare for the Certified Professional Coder, CPC exam is provided.

MED273 Invasive Clinical Procedures

4 Credit Hours
(Prereq. – BIO201; MED202 and MED175 must be taken prior to or in conjunction with MED273) This course provides an introduction to the tools and skills used in the physician’s office laboratory by the Medical Assistant. Examples of skills taught are blood specimen collections including: venipuncture and capillary puncture; injection procedures; basic hematological procedures; clinical chemistry, and immunologic testing in the CLIA-waived laboratory. Instruction are given in medication administration and diagnostic testing. A minimum letter grade of “C” is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score an 85% on all skill-based competencies.

MED275 Non-Invasive Clinical Procedures

4 Credit Hours
(Prereq. – BIO202; MED202 must be taken prior to or in conjunction with MED275) Instruction will be provided regarding OSHA compliance with blood-borne (and airborne) pathogen; urinalysis procedures; basic microbiological principles and procedures; diagnostic imaging; nutrition for health and disease; spirometry testing, and electrocardiography. The basic elements of nutrition and dietary management will be reviewed. Principles of body mechanics and ergonomics will be taught and practiced. A minimum letter grade of “C” is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score an 85% on all skill-based competencies.

MED285 Medical Office Finances

4 Credit Hours
(Prereq. – MED208, MAT090 if applicable) This specialized course is designed to teach basic medical office skills. Instruction will be provided in the preparation of various medical forms and reports, and medical office financial procedures such as recording payments, reconciling bank statements, and general bookkeeping procedures. This course also provides detailed instruction in processing insurance claims including: ICD and CPT coding, completion of CMS1500 and other specialized insurance forms, and third party billing and reimbursements. A minimum letter grade of “C” is required for successful completion of this course and a score of 85% on all skill-based competencies.

MED298 (MED298ON) Medical Assisting Exam Success Class

4 Credit Hours
(Prereq. – Should be taken in the final term and student must have completed all MAA core courses except for MED 285 and MED299) This course is designed to prepare the student for success on the Registered Medical Assistant (RMA) exam through a structured classroom review and testing to reinforce the student’s recall and knowledge of materials presented throughout the program. This is a capstone course culminating with the student taking the RMA as the final examination. The success class consists of 30 direct instructional hours and 30 externship clock hour of on-site practical experience.
**MED299 Medical Assisting Externship**

*4 Credit Hours*

(Prereq. – Should be taken in the final term and student must have completed all of the MAA core courses except for MED 285 and MED298) The course will provide a real-life experience in an ambulatory care setting performing the skills and processes they have acquired through their studies. This externship consists of 132 clock hours of on-site practical experience.

**Multimedia Production**

**MMP150 Introduction to Multimedia**

*4 Credit Hours*

This course is designed to introduce students to the history, models, theories, concepts and terminology of mass communication; specifically focusing on the beginnings of different media. Students will gain understanding of the complex interactions between media and society, and think critically about the ways in which mass media interacts with our everyday lives. This course introduces students to mass communication theories and concepts to help explain and/or predict causes and effects of mass communication. Students are also introduced to the various careers in mass media and what is entailed in these professions.

**MMP152 Media Law and Ethics**

*4 Credit Hours*

Students will become familiar with media law and ethics. Students will gain an understanding regarding libel, copyright, and other proprietary laws affecting broadcasting, including U.S. Constitutional provisions and international broadcasting treaties and accords. Topics will also include ethics and moral development, ethics and society and conflicts of interest.

**MMP155 Introduction to Social Media**

*4 Credit Hours*

This class examines the relationship between society and the current crop of digital media communication technologies known as “social media,” including Facebook, Twitter, YouTube, and more. Students will gain basic practical social media skills: understanding the landscape, learning “best practices,” and using different social media technologies throughout the class to create new content.

**MMP200 Audio Techniques**

*4 Credit Hours*

This course provides students with an introduction to audio production equipment, theory, and practice. Students will have the opportunity for hands-on learning with all aspects of audio productions including announcing, engineering and editing. Emphasis will be on production planning, production situations and location sound recording.

**MMP201 Video Techniques**

*4 Credit Hours*

In this course students will be introduced to communications using audio and visual media. Students will explore the production process; this includes planning, creating and editing both fictional and non-fictional video pieces. Students will begin to build visual literacy skills that will help them communicate their ideas through media projects. Projects will be used to introduce students to working in teams, production deadlines, equipment care, filming techniques and creative problem solving.

**MMP203 Graphic Techniques**

*4 Credit Hours*

This course provides students with an introduction to graphic techniques used in multimedia. With an emphasis on photo editing, students will learn and perfect their skills to achieve a thorough understanding of Adobe Photoshop application through lessons in the book and working with Adobe Photoshop CC. Students will use industry standard imaging software to help prepare them in the following specializations: graphic designs, graphic arts, technology, interactive design and motion graphics.

**MMP210 Media Marketing**

*4 Credit Hours*

This course is designed to give students an understanding of the many tasks and duties involved in electronic and digital media management by focusing on the broadcast, cable, telecommunication and Internet industries. Objectives will be accomplished via classroom lectures/discussion, guest speakers and individual case study assignments. The course will focus on analytical approaches and detailed strategies for creating and using websites, u-tube videos, mobile applications and other new media tools for marketing.
MMP252 Multimedia Production
4 Credit Hours
(Prereq. – MMP201) In this course students will learn how to use the tools necessary to produce professional television programs and other multimedia in a responsible manner. This course introduces more advanced techniques in studio production, videography, editing and script writing. There will be a focus on behind-the-scenes aspects of television production, script writing and segment planning.

MMP254 Advanced Multimedia Production
4 Credit Hours
(Prereq. – MMP252) This course builds on the production skills learned in the previous courses. Special emphasis is placed on practicality, developing a concept, writing, and all other aspects of production. The focus of this course will take the practical skills learned and concentrate on framing, multi-dimensional fields, and distribution of vectors.

MMP256 Journalism
4 Credit Hours
This course focuses on the foundations of journalism and the craft’s two main components - reporting and writing of the news. In this class the student will explore how news is delivered through multiple platforms, including mobile devices, TV, radio, Web and printed publications. Students will work with different formats of journalism, such as: text, hypertext, photos, video, animation, databases, etc. The digital technology training will be placed within journalistic contexts, such as responsible reporting, clear writing, critical thinking, and ethical principles.

MMP257 Advanced Editing
4 Credit Hours
(Prereq. – MMP252) This course will present students with the information necessary to produce and editing video and sound for multimedia productions. Emphasized in this course are the skills necessary to capture, edit, and output video using a desktop digital video workstation. Using the latest industry non-linear software tools, students will work on advanced editing exercises that provide opportunities to master the editing process. An overview of the editing process, techniques, in-depth procedures, and skills will be reviewed.

MMP299 Multimedia Externship
4 Credit Hours
(Prereq. – To be taken during the final term) This course provides students with the opportunity to utilize communication technology within a working environment. The student will focus on a multimedia and its development across digital media while working at a business establishment. The program is structured to help students build their production skills and prepare them for exciting opportunities in this field.

Nursing

BIO105 Microbiology with Lab
6 Credit Hours
(Prereq. – BIO262) The characteristics of microorganisms and their relation to health and disease are studied.

BIO261 Anatomy and Physiology I with Lab
6 Credit Hours
This course will present the interrelationship of structures and functions of the human body including the study of the integumentary, skeletal, muscular, and nervous systems. The study of basic chemistry, cell structure, cell physiology, metabolism, and tissues will be included.

BIO262 Anatomy and Physiology II with Lab
6 Credit Hours
(Prereq. – BIO261) This course will expand on the anatomy and function of the body systems. An exploration of how hormones, genetics, stress, acid base balance, fluids and electrolytes affect each body system will be studied.

HSC100 Pharmacology for Nurses I
4 Credit Hours
(Prereq. – BIO261) Students will analyze the classes of medically approved drugs, their actions, indications, side effects, and interactions. A letter grade of “C” is required for successful completion of this course.

HSC200 Pharmacology for Nurses II
4 Credit Hours
(Prereq. – HSC100) Students will analyze the classes of medically approved drugs, their actions, indications, side effects, and interactions. A letter grade of “C” is required for successful completion of this course.
NUR102 Fundamentals of Nursing
11 Credit Hours
(Prereq. – HSC200) Introduction to nursing and the nursing process are studied and integrated to reflect the hierarchy of basic human needs. Gordon’s functional health patterns throughout the life span are introduced. Areas of study include foundation knowledge, development theory, nursing process, therapeutic nursing interventions, concepts, skills and physical assessment including an emphasis on the communication process as it relates to health assessment, promotion, and therapeutic nursing interventions to promote and maintain optimum health. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are introduced as they relate to healthy individuals across the life cycle.

NUR103 Nutrition
4 Credit Hours
(Prereq. – HSC200) This course is designed to provide a detailed outline of nutrition and diet therapy. Basics of nutrition, nutritional needs across the life span, and medical nutrition therapy for a variety of systems disorders and conditions will be discussed. Case studies will be utilized to help build student competency toward successfully passing the nutritional content on the NCLEX examination.

NUR201 Medical/Surgical Nursing I
12 Credit Hours
(Prereq. – NUR102 and NUR103) The course will provide an introduction of medical/surgical nursing concepts with a focus on the application of the nursing process as it relates to health promotion and care of adult clients experiencing difficulty with the ability to meet selected basic human needs. Areas of emphasis include the nurse as provider and manager of care, therapeutic nursing interventions, as well as health promotion with integration of Gordon’s 11 functional health patterns. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are discussed as they relate to chronic and acute illness.

NUR202 Medical/Surgical Nursing II
12 Credit Hours
(Prereq. – NUR202) The course will provide an expansion on previous medical/surgical nursing concepts with a more in-depth focus on the application of the nursing process as it relates to health promotion and care of adult clients experiencing difficulty with the ability to meet selected basic human needs. Areas of emphasis include the nurse as provider and manager of care, therapeutic nursing interventions, as well as health promotion. Classroom theory and clinical practice integrate all eleven of Gordon’s Functional Health Patterns. The nursing process and critical thinking skills are applied to increase the student’s autonomy in the delivery of patient care. Pharmacological concepts are discussed as they relate to chronic and acute illness.

NUR203 Family Nursing
13 Credit Hours
(Prereq. – NUR202) Areas of study include the application of the nursing process, developmental theory, and therapeutic interventions to promote optimal health of newborns, children and women while incorporating the entire childbearing family. Specific emphasis placed on health promotion and application of Gordon’s functional framework to the care of the family. The focus is on the nursing care of persons who have actual/potential health problems related to health patterns of: Nutritional/Metabolic, Elimination, Sexuality/Reproduction, Coping/Stress, Activity and Exercise. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are discussed as they relate to Maternal/Newborn and Pediatrics. Course will be divided with Maternal/Newborn being covered in the first half of the quarter with Pediatrics in the second half of the quarter.

NUR205 Medical/Surgical Nursing III/
Psychiatric Nursing
13 Credit Hours
(Prereq. – NUR201) The first part of the course will include application of the nursing process as it relates to the client and community relationships. Emphasis will be on facilitating and empowering the client to seek and utilize community resources. The impact of culture, ethnicity and spirituality on health seeking behaviors will be incorporated. Classroom theory and clinical practice integrate all 11 of Gordon’s Functional Health Patterns.

The second part of the course will cover mental health and care of the adult client experiencing difficulties meeting selected basic human needs. The emphasis is on empowering the nurse to provide therapeutic interventions to promote optimal mental health by utilizing Gordon’s functional health patterns (i.e., Roles/Relationships, Values and Beliefs, Cognitive/Perceptual, Coping/Stress, Activity/Exercise, Sleep/Rest and Nutrition). Skills lab component will focus on therapeutic communication and safety interventions. The nursing process and critical thinking skills will be applied in the delivery of care. Pharmacological concepts will be discussed as they relate to psychiatric conditions.
NUR226 Roles Transition/Leadership  
6 Credit Hours  
(Prereq. – NUR205) (Co-Req. – NUR299B) This course is designed to assist the nursing student in transitioning from the role of student nurse to professional nurse. The course covers material to help students delegate and prioritize nursing care. Professional considerations in leadership, working within an organization, dealing with professional issues such as stress in the workplace, and the code of ethics for nurses are topics covered in this course.

NUR299B Medical/Surgical Nursing IV: Integrated Practicum  
4 Credit Hours  
(Prereq. – NUR205) (Co-Req. – NUR226) Integrates previous knowledge and utilizes basic human needs, developmental theory, the nursing process, therapeutic nursing interventions, and critical thinking skills to provide the delivery of care for clients in selected populations. This course includes a 120-hour practicum. With increasing autonomy, students assume the role of the Associate’s Degree nurse by providing direct bedside care under the supervision of an assigned preceptor.

Pharmacy Technician

PTA165 (PTA165ON) Pharmacy Law & Ethics  
4 Credit Hours  
This course is designed to provide an overview of law and ethics affecting the pharmacy technician’s role. Federal and state laws and regulations are reviewed. Special attention is given to the pharmacy technician's professional standards, and compliance with relevant legal, regulatory, formulary, contractual, and safety requirements.

PTA178 (PTA178ON) Community Pharmacy Systems of Operation  
4 Credit Hours  
(Co-Req.–PTA180) This course is an introduction to the operation of the community pharmacy with content areas devoted to the origins of the pharmacy, various drugs, dosage forms, delivery systems, and pharmacy billing and reimbursement. The evolving role regarding major trends, issues, goals, and initiatives taken within the pharmacy profession will be studied. Instruction regarding the roles and responsibilities of the pharmacy technician with emergent situations will be given.

PTA180 Community Pharmacy Systems of Operation Laboratory  
4 Credit Hours  
(Co-Req.–PTA178) In a simulated laboratory environment and with virtual pharmacy software, students’ skills for dispensing, patient billing, purchasing, receiving, and inventory management will be developed. Scenarios allow for application of their skills and knowledge to respond to customer requests, and interact with the pharmacist or co-workers. The techniques and skills regarding medication recalls, data entry, database management, and patient education are practiced.

PTA205 (PTA205ON) Pharmacology I for the Pharmacy Technician  
4 Credit Hours  
This is the first in the series of pharmacology courses for the pharmacy technician. This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, indications and uses, drug actions and clinical effects, adverse actions, side effects, and interactions. Pharmacy law topics include Federal laws such as the Controlled Substance Act, and the Federal Food, Drug, and Cosmetic Act and its amendments. Drug topics include dietary supplements, skin medications, drugs of the autonomic nervous system, and antineoplastic drugs. Classification of drugs by both body system and drug function will be examined.

PTA207 (PTA207ON) Pharmacology II for the Pharmacy Technician  
4 Credit Hours  
This is the second course in the series for pharmacy technicians that examines the major drug classes in relation to the treatment of diseases and disorders, including the clinical effects of selected medications. Topics include an analysis of drug action, indications and uses, side-effects, adverse actions, and interactions for body systems including cardiovascular, renal, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, central nervous system and ophthalmology. Classification of drugs by both body system and drug function will be examined.

PTA275 Intravenous Admixture and Compounding Laboratory  
4 Credit Hours  
(Co-Req.–PTA278) This course will focus on the role of the pharmacy technician within an institutional pharmacy practice setting. The routes of administration for various medications, selection of appropriate supplies and equipment, and proper dosage calculations will be taught. Topics include the principles of aseptic technique, infection control and proper handling of hazardous materials. Sterile and non-sterile compounding techniques will be demonstrated. Through the use of the “virtual” pharmacy and laboratory procedures, students are provided with complex real-world scenarios allowing them the opportunity to utilize their skills and knowledge.
PTA278 (PTA278ON) Institutional Pharmacy Practice
4 Credit Hours
(Prereq. – PTA178; Co-req.–PTA275) This course focuses on the pharmacy technician’s role within an institutional pharmacy setting. Instruction in routes of administration for various medications, selection of appropriate supplies and equipment, and proper calculation of dosages of medications will be provided. The basics of aseptic technique, infection control, and proper handling of hazardous materials will be taught.

PTA279 Community Pharmacy Technician Externship
4 Credit Hours
(Prereq. – To be taken in the student’s next to last term, may take concurrently with PTA278 and PTA289; all other core courses completed except for PTA288, PTA289 and MED218) The student will be provided a real life-experience in the pharmacy setting to reinforce the skills and processes they have acquired through their studies. This externship consists of 120 clock hours of on-site practical experience.

PTA288 (PTA288ON) Pharmacy Technician Exam Success Class
4 Credit Hours
(Prereq. – To be taken in final term and concurrently with PTA289) This course is designed to prepare the student for success on the Pharmacy Technician Certification Exam (PTCE) through a structured classroom review and testing to assess the student’s recall of materials presented throughout the program.

PTA289 Institutional Pharmacy Technician Externship
4 Credit Hours
(Prereq. – To be taken in the student’s last term, all core courses completed except for PTA288 and MED218) Students who take this course will obtain valuable practical experience in an institutional pharmacy environment. Course work includes 120 clock hours of on-site practical experience.

PEC110 Phlebotomy Techniques
4 Credit Hours
(Prereq. - MED107, BIO201) This course serves as a practical introduction to the field of phlebotomy by discussing the role of the phlebotomist, reviewing medical terminology, and anatomy and physiology. Topics discussed include safety procedures, documentation, and other roles of a phlebotomist in healthcare. Students will practice phlebotomy skills for venipuncture and capillary punctures.

PEC115 ECG Interpretation
4 Credit Hours
(Prereq.- MED107, BIO201) This course serves as a practical introduction of the basic fundamentals of electrocardiographic (ECG) devices and their use in the evaluation of cardiac rhythms. Students will learn how to perform ECGs, vital signs, and document cardiac rhythms. Content includes the analysis and interpretation of normal ECGs and basic dysrhythmias.

PEC198 Phlebotomy and ECG Review
4 Credit Hours
(Prereq.- Must be taken in student’s last term and in conjunction with PEC199) This course is designed to prepare the student for success with the National Certified Phlebotomy Technician (NCPT) and National Certified ECG Technician (NCET) examinations. Instruction will be provided through a structured classroom review and testing to assess and support the student’s recall of materials presented throughout the program. This is a capstone course that culminates with the student completing the certification exams.

PEC199: Phlebotomy and ECG Externship
4 Credit Hours
(Prereq.-to be taken in the student’s last term, PEC110, PEC115) This course provides students with the opportunity to receive hands-on experience in phlebotomy and with electrocardiography. Course work includes 120 clock hours of on-site experience under the supervision of the facility’s staff and/or Director of Health Science Education.
BIO110 Microbiology for Health Science  
4 Credit Hours  
Students will learn the basic concept of microbiology as it affects the patient in the operating room arena.

CSP100 Introduction to Perioperative Surgical Services  
6 Credit Hours  
(Prereq. – ENG090 if applicable, Co-req. BIO105) In this course students will be introduced to the departments of Surgical Services (Central Sterile Processing Department (CSPD), Preop, Operating Room (OR), & Postop). Students will discuss CSPD, Surgical Technology, Legal Concepts, HIPAA, Risk Management and Ethical Issues relating to the Surgical Patient, the OR Environment and Safety Standards. Additional topics include: medical terminology, and concepts of preventing perioperative disease transmission. Perioperative Case Management skills will be evaluated. CPR (Healthcare Professional) certificate training will be completed prior to clinical rotation.

CSP101 Central Service Technician/Sterile Processing I  
6 Credit Hours  
(Prereq. – CSP100 & MAT090 if applicable) In this course students will learn the duties and role of the central service technician; theories and practices related to instrument preparation and wrapping, disinfection, decontamination, sterilization principles and processes, biological monitoring, identification, handling and assembly of instruments, equipment and supplies. Additional topic include: Basic Math, Anatomy and Physiology, Microbiology for Central Service, Management of Patient Care Equipment, & Quality Assurance and Safety. Methods of storage, inventory, distribution and computerize data systems will be introduced. The student will apply central service fundamentals and theories in the clinical setting in the CSPD (Central Sterile Processing and Distribution) Department.

CSP102 Central Service Technician/Sterile Processing II  
4 Credit Hours  
(Prereq. – CSP101) This course is designed to prepare the student for success on the IAHCSMM (International Association of Healthcare Central Service Materiel Management) CRCST (Certified Registered Central Service Technician) Certification Examination. Students will continue to develop knowledge and skills under the supervision of the CSPD staff during the clinical setting in: instrument preparation and wrapping, disinfection, decontamination, sterilization principles and processes, biological monitoring, identification, handling and assembly of instruments, equipment and supplies. Methods of storage, inventory, distribution and computerize data systems will be demonstrated. The student will apply central service fundamentals and theories in CSPD (Central Sterile Processing and Distribution) and Surgical Service Departments.

SRG103 Introduction to Surgical Technology  
4 Credit Hours  
This course introduces students to the broad field of surgical technology and is a prerequisite for entry into the clinical training sequence of courses. Students learn techniques and methods of aseptic technique, which is the foundation for all subsequent course material. For emphasis on employee safety and avoidance of exposure incidents, students receive instruction and earn certification in Bloodborne and Airborne Pathogens.

SRG110 Surgical Technology I  
4 Credit Hours  
(Prerequisites: BIO105, BIO261, BIO262, CRCST (Full Certification) Co-requsite: SRG 130) In this course, students will review the various roles and job responsibilities of a surgical technologist, identify related professional organizations, define surgical conscience and its application, and demonstrate effective communication skills. This course evaluates legal concepts and ethical issues relating to the surgical patients and special populations. The physical environment of the operating room (OR), safety standards, hazards, and disease transmission will be analyzed. Students will be introduced to the areas of computers, electricity, laser, robotics as they apply to the surgical technologist
role in the operating room. In the lab environment, students will learn, practice, and demonstrate critical thinking skills, and be evaluated on essential skills required during perioperative case management.

**SRG115 Surgical Technology I**

*4 Credit Hours*

(Prereq. – SRG103) Principles covered in this class prepare students for work as non-sterile surgical technologists. The course focuses on pre-operative patient care through study of pre-operative patient care subjects and concepts. The course also gives students the opportunity to earn certification in Provider Level CPR and AED.

**SRG130 Surgical Pharmacology**

*4 Credit Hours*

(Prereq. BIO105, BIO261, BIO262, CRCST (Full Certification) Co-req. SRG110) In this course, students are introduced to surgical pharmacology and anesthesia, and the duties performed by a surgical technologist. Students will learn to identify the actions, uses, side effects, contraindications and administration of drugs and anesthetic agents, and apply problem solving skills in the care of the surgical patient. Safe practices and sterile techniques used, dosage and calculations, and proper handling and identification of medication in surgical procedures will be demonstrated.

**SRG120/SRG120EX Surgical Technology II**

*4 Credit Hours*

(Prereq. – SRG115) The course prepares students for their clinical rotation by providing a sound foundation in surgical case interventions and applications. The course also focuses on skills associated with back table organization, mayo stand organization, selecting the appropriate supplies, suture and equipment for surgery, and successful completion of the Clinical Readiness Exam (CRE). Additionally, students are assigned to a clinical site for 30 hours, three hours per week (10 weeks total) for observation and to perfect second circulating skills.

**SRG135/SRG135EX Surgical Procedures I**

*4 Credit Hours*

(Prereq. – SRG120) This course sharpens the student's skills in back table organization, mayo stand organization, selection of appropriate supplies, suture, and equipment for surgery and anticipation of the surgeon's needs.

**SRG210 Surgical Procedures I**

*6 Credit Hours*

(Prereq. SRG110, SRG130) In this course, students will be introduced to Minimally Invasive Surgery (Laparoscopic & Robotic), General, Genitourinary, Obstetrics and Gynecological, Otorhinolaryngologic, Plastic & Reconstructive, and Oral & Maxillofacial surgical procedures. This course provides a study of anatomy and physiology, pathophysiology, pharmacology and microbiology as it relates to surgical intervention.

In the lab environment, students will learn, practice and perform essential skills required in the surgical setting. This course instructs students to apply the principles of introductory surgical procedures and problem solving in a lab environment. Students are introduced to specific instruments, equipment and supplies used in General, Minimally Invasive (Laparoscopic), Genitourinary, Obstetrics and Gynecological, Otorhinolaryngologic, Plastic & Reconstructive, Oral and Maxillofacial Surgery. Students will practice and be evaluated on their perioperative case management skills.

**SRG220 Surgical Procedures II**

*6 Credit Hours*

(Prereq. SRG210) In this course, students will be introduced to diagnostic and surgical procedures used in Ophthalmic, Orthopedic, Cardiothoracic, Peripheral Vascular and Neurosurgery. This course provides a relevant study of anatomy and physiology, pathophysiology, pharmacology and microbiology as it relates to surgical intervention. In the lab setting students will continue to demonstrate and be evaluated in perioperative surgical case management skills. Students gain a minimum of 12 hours of clinical experience under the supervision of the facility’s staff.

**SRG230 Clinical Externship I**

*4 Credit Hours*

(Prereq. SRG220, Co-req. SRG298) The extern student, while rotating through supervised operating duties will support the didactic training in surgical specialties in a role of a surgical technologist. The largest grouping of specialty areas commonly include general surgery, ob-gyn, and orthopedics. Only the local instructor can sequence the specialty areas to fit the clinical environment and local needs. Students gain a minimum of 132 clock hours of on-site experience under the supervision of the facility’s staff. A minimum of 120 cases must be completed between courses SRG 230 and 240, of which 80 must be performed in the first scrub role (as defined in the clinical packet).

**SRG238/SRG238EX Surgical Procedures II**

*4 Credit Hours*

(Prereq. – SRG135) Through course work in surgical specialties, this class seeks to produce clinically prepared entry-level surgical technologists. Students learn to think about surgical procedures in a style similar to that of the surgeon. Course work is structured to teach basic surgical anatomy, instrumentation, and procedural steps. Students are assigned to clinical sites and will complete surgical procedures in the first or second scrub role.
SRG240 Clinical Externship II
12 credit Hours
(Prereq. SRG230) In this final phase of clinical education, the student will exhibit a more independent role, while under the continued supervision of the surgical team. Students are expected to actively participate in all phases of surgical case management. Students gain a minimum of 360 clock hours of on-site experience under the supervision of the facility's staff and four hour of lecture. A minimum of 120 cases must be completed between courses SRG 230 and SRG 240, of which 80 must be performed in the first scrub role (as defined in the clinical packet). Additionally students will continue to prepare for the NBSTSA (National Board of Surgical Technology and Surgical Assisting) CST (Certified Surgical Technologist) examination.

SRG298 Surgical Technology Success Class
4 Credit Hours
(Prereq. SRG220, Co-req. SRG230) This course is designed to prepare the student for success on the NBSTSA (National Board of Surgical Technology and Surgical Assisting) CST (Certified Surgical Technologist) examination, develop interviewing skills and resume building. This course is designed to reinforce program knowledge, independent decision-making, and the critical nature of self-assessment for surgical technologist. This is a capstone course that will culminate with taking a practice CST examine as the final examination.

SRG299 Surgical Procedures III
12 Credit Hours
(Prereq. – SRG238) Students gain a minimum of 360 clock hours of on-site experience under the supervision of the facility's staff. A minimum of 120 cases must be completed, of which 80 must be performed in the first scrub role (as defined in the clinical packet). Students missing 27 or more hours from the externship site will be withdrawn from the class.
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Every program curriculum offered at American National University is specific to the business, technology, or health care fields and leads to well-defined employment positions. Our diploma programs prepare students for entry-level positions while students in the associate’s degree and baccalaureate programs take program-specific courses that enable them to be better prepared than most to meet the demands of their chosen field. But no matter what level of completion, our graduates are ready to compete.

## Programs of Study

### Business

American National University business programs provide students with the most efficient methods in business organization and management so they can meet the demands of modern companies and organizations. From diplomas in Accounting to a bachelors degree in Business Administration Management, American National University offers programs that allow a wide variety of students to become successful in the business world.

### Health Care

Health Care continues to be a vital field in all the communities served by American National University. Whether they are interested in working in a doctor’s office, pharmacy, lab, surgical center, medical billing/data facility or a hospital, students interested in being part of the health care industry can acquire the competitive skills they need at American National University.

### Technology

In today’s economy, computers and related information technologies are critical to the success of almost every business, institution, and organization. Our students choose to improve their own career paths in this field by earning an associate’s degree in network support.
Areas of change in the current College catalog will be identified by effective date and page number; language requiring a change or deleted will be printed as a strike through. New or revised working will be underlined.

EFFECTIVE: September 11, 2017

Pages 78-80
Health Information Management (HIM) Associate of Science Degree
Program Core (Required)
MED107 Medical Terminology COM235 Spreadsheet Applications Contact Hours 40 55; Credit Hours 4

General Education – (Select 6) At least 1 from each discipline required – 24 total credit hours required
Social and Behavioral Sciences
SOC103 General Sociology Contact Hours 40 Credit Hours 4

Program Totals Contact Hours 4,135 1,150 Credit Hours 96

Pages 80-83
Medical Assisting (MAA) Associate of Science Degree
Program Core (Required) – 56 52 total credit hours required
MED107 Medical Terminology Contact Hours 40 Credit Hours 4

Electives – (Required) Select 4 5 16 20 total credit hours required
MED107 Medical Terminology Contact Hours 40 Credit Hours 4

General Education – (Select 6) At least 1 from each discipline required – 24 total credit hours required
Social and Behavioral Sciences
SOC103 General Sociology Contact Hours 40 Credit Hours 4

Program Totals Contact Hours 4,202 1,222 Credit Hours 96

Page 85
Medical Billing and Coding (MCD) Diploma
Program Core (Required) 48 total credit hours required
MED107 Medical Terminology Contact Hours 40 Credit Hours 4
HIM150 Pharmacology for Health Information Management Contact Hours 40 Credit Hours 4

Pages 88-89
Pharmacy Technician (PTH) Diploma
Student Learning Outcomes
1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the pharmacy team; prioritizing and performing multiple tasks; adapting to change; promoting certification; and enhancing skills through continuing education;
2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual’s ability to understand; and recognizing and responding effectively to verbal, non-verbal, and written communications.

3. Demonstrate knowledge of math computations; solve problems, work with units of measures and convert measurement systems; and identify abbreviations and symbols used in calculating medication dosages; and verify medication labels.

4. Correlate the therapeutic, side effects, adverse effects and non-prescription medications and alternative therapies; analyze brand, generic names, over-the-counter, and legend medications, what body systems they affect, the dosage forms, routes, administration and compare and contrast the desired affects, side effects, and contraindications.

5. Apply legal concepts by assisting the pharmacist, in accordance with local, state, federal, and company regulations; documenting accurately; and complying with established risk management and safety procedures.

6. Perform operational functions by preparing the pharmacy inventory; apply accepted procedures and quality assurance principles in inventory control, equipment and devices management, and purchasing.

7. Execute clerical procedures by screening and entering prescription orders into the computer; and creating a profile of patient’s health and insurance information in the computer or updating the patient’s profile.

8. Implement pharmacy principles by assisting the pharmacist with filling prescriptions; by compounding oral solutions, ointments, and creams; prepackaging bulk medications; and exhibit aseptic techniques and uses proper handling of hazardous agents under a laminar flow hood.

Upon successful completion of this degree program, students will be able to:

1. Practice pharmacy in a professional, legal and ethical manner.
2. Demonstrate effective written and oral communications with patients and healthcare providers.
3. Demonstrate pharmaceutical calculations for the safe dispensing of medications.
4. Utilize medical terminology, pharmacology and pathophysiology in the safe dispensing of medications.
5. Perform clerical procedures to assure adequate inventory and continuous quality improvement.
6. Utilize current technology in the processing and dispensing of prescriptions.
7. Demonstrate proficiency in the safe and legal preparation, dispensing, and storage of medications.

Page 90
Phlebotomy and ECG Technician (PBY-ECG) Diploma
Program Core (Required)
MED107 Medical Terminology MED218 Communication for the Healthcare Professional

Program Totals Contact Hours 475 495  Credit Hours 36

Page 118
BIO201 Basic Anatomy and Physiology I 4 Credit Hours
A study of the anatomy, and physiology and medical terminology of the skeletal, muscular, respiratory, cardiovascular, lymphatic, immune, hematological, digestive, and reproductive systems. This course covers human development, birth and genetics.

BIO202 Basic Anatomy and Physiology II 4 Credit Hours
Students taking this course will study the anatomy, and physiology and medical terminology of the cell, tissues, membranes, and structures of the nervous system, the sensory system, the integumentary system, the digestive, the urinary system, and the endocrine system. This course will discuss the basic chemistry, water acids, bases, carbohydrates, lipids, proteins, nucleic acids and classes of macromolecules in cells.
SOC103 General Sociology 4 Credit Hours
This course is a combination of applied psychology, communications, and interpersonal relations designed to acquaint the student with the tools for self-examination and understanding of business and social relationships.

SOC461 Introduction to Sociology 4 Credit Hours
This course is a combination of applied psychology, communications, and interpersonal relations designed to acquaint the student with the tools for self-examination and understanding of business and social relationships.

HIM200 Health Informatics 4 Credit Hours
(Prereq. – HIM101, COM151 COM235 for HIM students only)

Page 121
HIM210 Advanced Coding 4 Credit Hours
(Prereq. – HIM202, HIM206, HIM150 for HIM students only; ENG090, MAT090, if applicable)

HIM250 Quality Management in Health Care and Healthcare Statistics 4 Credit Hours
(Prereq. – HIM101, MAT220, COM235)

Page 124
MED202 Clinical Medical Assisting 4 Credit Hours
(Prereq. – BIO201, BIO202)

Page 129
PTA180 Community Pharmacy Systems of Operation Laboratory 4 Credit Hours
(Co-Req. or Prereq. – PTA178)

Page 130
PEC110 Phlebotomy Techniques 4 Credit Hours
(Prereq. – MED407, BIO201)

PEC115 ECG Interpretation 4 Credit Hours
(Prereq. – MED407, BIO201)

EFFECTIVE DATE: September 18, 2017

Page 102
University Administrative Staff
Director of Financial Aid and Student Services……………………….Vacant Thomas Haskins
University Placement Evaluations
All students will take the University Placement Evaluations in English and Math prior to the start of class regardless of whether their program requires any of the placements or prerequisites. This requirement is waived for students who have previously earned an associate’s degree from an institution accredited by an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). The University Placement Evaluations reflects one’s strengths and weaknesses with regards to essential skills. A student not passing a placement evaluation or a student with a recommendation from the department chair will be required to take the required university preparatory course associated with that placement evaluation in addition to their other curriculum requirements. The passing score for the ENG090 course is 85 and for the MAT090 course is 60. Students may retake the placement evaluation one time prior to the first day of scheduled classes. These preparatory foundation courses do not count toward programmatic requirements for graduation: ENG090 (Basic English) and MAT090 (Basic Math). Students are required to take foundations courses during the first two terms of their enrollment.

All programs except the Emergency Medical Services–Emergency Medical Technician program require the ENG090 as a foundation course if the student does not pass the placement evaluation. All programs except the Emergency Medical Services–Emergency Medical Technician program, the Medical Office Professional program, and the Phlebotomy and ECG Technician program require the MAT090 course if a student does not pass the placement evaluations.

Numbering of Courses
Courses numbered 000–099 are preparatory foundation courses and cannot be used to satisfy graduation requirements. Courses numbered 100–199 are primarily for first-year students. Courses numbered 200–299 are primarily for second-year students.

Emergency Medical Services – Paramedic (PMD) Occupational Associate Degree
116 credit hours required/232 quality points required (100 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.

Health Information Management (HIM) Associate of Science Degree
96 credit hours required/192 quality points required (80 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.

Medical Assisting (MAA) Associate of Science Degree
96 credit hours required/192 quality points required (80 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.

Medical Office Professional (MOP) Diploma
36 credit hours required/72 quality points required (30 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.
Page 85
Medical Billing and Coding (MCD) Diploma
48 credit hours required/96 quality points required (40 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.

Page 87
Nursing (ADN) Associate of Science
133 credit hours required/266 quality points required (90 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.

Page 88
Pharmacy Technician (PTH) Diploma
48 credit hours required/96 quality points required (40 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.

Page 90
Phlebotomy and ECG Technician (PBY) Diploma
36 credit hours required/72 quality points required (30 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.

Page 91
Surgical Technology (SRG) Associate of Science Degree
96 credit hours required/192 quality points required (80 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.

Page 93
Surgical Technology and Central Sterile Processing Occupational Associate Degree
98 credit hours required/196 quality points required (90 weeks)
Students who did not pass the placement exams will be required to take ENG090 and MAT090 during their first 2 terms of enrollment.

Page 112
PREPARATORY FOUNDATION COURSES
These courses carry four credit hours and count toward attempted hours for purposes of Standards of Academic Progress. However, these courses do not count toward programmatic requirements for graduation.

ENG090 Basic English
4 Non-Degree Credits
This course is designed to develop and enhance students’ basic English skills.

MAT090 Basic Math
4 Non-Degree Credits
This course is designed to develop and enhance students’ basic math skills.
American National University
Addendum A to College Catalog
Faculty and Staff
Pikeville Campus

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Staff

Tammy Riley .................................................Campus Director
Regina Goodman ...........................................Receptionist
Anne Snyder .............................................. Student Services Representative
Cheria Goodson ......................................... Admissions Representative
Kristen Coleman .......................... Admissions Representative
James Hess .............................................. Director of Health Science Education
Edith Owens ............................................. Interim Nurse Administrator
James Hess ........................ Department Chair of Paramedic & EMT Programs

Faculty

Bowling, Phyllis (ADJ) ........................................... Nursing
B.S.N. Morehead State University, Nursing
A.S. Pikeville College, Nursing
RN - Registered Nurse

Cantrell, Marla (ADJ) ........................................... Nursing
B.S.N. King University, Nursing
A.S. National College, Nursing
RN - Registered Nurse

Damron, Robert (ADJ) ............................... General Education
M.A.Ed. Morehead State University, Education
M.P.A. Golden Gate University, Public Administration
B.S. Pikeville College, Mathematics; Minor, History

Hall, Jennifer (ADJ) ............................... Health Science
A.S. National College, Medical Assisting
Registered Medical Assistant (RMA)

Hall, Madeleine (ADJ) ...................................... Nursing
M.S.N. Liberty University, Nursing
B.S.N. Central Philippine University, Nursing
RN - Registered Nurse

Hess, James (FT) ......................................... Health Science
B.A. Alice Lloyd College, Secondary Education
Critical Care Paramedic (CCEMTP)
National Registered Paramedic (NRP)
Certified Clinical Medical Assistant (CCMA)

Huffman, Kenneth (ADJ) ....................... Health Science
A.S. American National University, Medical Assisting
Registered Medical Assistant (RMA)

Lewis, Molly (ADJ) ........................................... Nursing
B.S.N. Milligan College, Nursing
A.S. - Maryland Community College, Nursing
RN - Registered Nurse

Morris, Zuann (ADJ) ........................................ Nursing
A.S. Pikeville College, Nursing
RN - Registered Nurse

Owens, Edith (FT) ........................................ Nursing
M.S.N. Liberty University, Nursing
B.S.N. Morehead State University, Nursing
A.S. Pikeville College, Nursing
RN - Registered Nurse

Roberts, Janice (ADJ) ............................... General Education
M.A.Ed. Morehead State University, Education
B.A. Pikeville College, Education

Stratton, Tammy (ADJ) ........................... Medical Billing & Coding
A.A.S. Alfred State University, Health Information Management
Vanderpool, Brandy (ADJ) ........................................ Health Science
A.S. National College, Medical Assisting
Registered Medical Assistant (RMA)

Smith, Renee (FT) ........................................ Health Information Management
B.S., Indiana Wesleyan, Management
A.A.S., Sinclair Community College, Health Information Management
R.H.I.T., Registered Health Information Technologist

Deppen, Joshua (FT) ........................................ Health Science
B.S. Biological Science, Wright State University
Certified Pharmacy Technician Certification, PTCB
Certified Clinical Medical Assistant, NHA

Online Faculty
Term 177

Franklin, Julia (ADJ) ........................................ General Education
MS Averett University, Curriculum & Instruction
BA Virginia Tech, Education

Ginter, Sarah (ADJ) ........................................ Biology
MS Clemson, Biology
BS Christopher Newport, Biology

Goolsby, Mary (ADJ) ........................................ Health Science
B.B.A., American International University, Healthcare Management
A.A.B.A., American International University, Healthcare Administration

Gordon, Karen (ADJ) .................................... Accounting, General Education
MBA Sullivan University
BS Sullivan University, Business Administration in Accounting
AS American National University, Accounting

Harding, Sharon (FT) ..................................... Health Science
BS: Concord University, Education
AS: American National University, Medical Assisting
Certification: Certified Medical Assisting
Certification: CMA, CPC

Leathers, Connie (ADJ) ............................ Information Technology, Computer
MS Radford College, Special Education
BS Radford College, Elementary Education
AAS New River Valley Community College, Computer Info Systems
Microsoft Certifications (Word, Excel, PowerPoint)

Vanderpool, Brandy (ADJ) ........................................ Health Science
A.S. National College, Medical Assisting
Registered Medical Assistant (RMA)

Deppen, Joshua (FT) ........................................ Health Science
B.S. Biological Science, Wright State University
Certified Pharmacy Technician Certification, PTCB
Certified Clinical Medical Assistant, NHA

Kleeh, Deborah (FT) ........................................ Health Science
B.A. Human Resource Management, Wheeling Jesuit University
A.A.S. Health Information Technology, WV Northern Community
A.A. (Arts) West Virginia Northern Community College
Registered Health Information Technology, AHIMA

Liggan, Larry (FT) ........................................ Health Science
MED, American Intercontinental University – Instructional Technology
BS, University of Oklahoma Health Sciences Center – Physician Associate

Ligon, Larry (FT) ........................................ Health Science
MED, American Intercontinental University – Instructional Technology
BS, University of Oklahoma Health Sciences Center – Physician Associate

Martin, Ruth (ADJ) ........................................ Health Science
M.Ed., Union University, Education
B.S., University of Southwestern Louisiana, Microbiology

Miller, Richard (ADJ) ..................................... Health Science
M.D., University of Tennessee, Medicine
B.S., East Tennessee State University, Biology
Certification, University of Tennessee Hospital, Board Certified Family Practice

Muir, Paula (FT) ........................................ Health Science
A.A.S. Healthcare Information Technology, Cincinnati State College
Registered Health Information Technology Certification, AHIMA

ONLINE Faculty
Term 177

Ginter, Sarah (ADJ) ........................................ Biology
MS Clemson, Biology
BS Christopher Newport, Biology

Goolsby, Mary (ADJ) ........................................ Health Science
B.B.A., American International University, Healthcare Management
A.A.B.A., American International University, Healthcare Administration

Gordon, Karen (ADJ) .................................... Accounting, General Education
MBA Sullivan University
BS Sullivan University, Business Administration in Accounting
AS American National University, Accounting

Harding, Sharon (FT) ..................................... Health Science
BS: Concord University, Education
AS: American National University, Medical Assisting
Certification: Certified Medical Assisting
Certification: CMA, CPC

Leathers, Connie (ADJ) ............................ Information Technology, Computer
MS Radford College, Special Education
BS Radford College, Elementary Education
AAS New River Valley Community College, Computer Info Systems
Microsoft Certifications (Word, Excel, PowerPoint)
Saha, Nita (FT) ............................................. Health Information Management
MS Indian Institute of Technology, Chemistry
BS Regional Institute of Education, Chemistry
AS Mid-State Technical College, HIM

Stewart, Beth (ADJ)........................................ General Education
MA Ball State University, Sociology
BA Indiana University Bloomington, Sociology

Turner, Greg (ADJ)......................................... General Education
Phd Capella University, General Counseling
MS Capella University, Human Services
BS Liberty University, Family and Consumer Science

Walton, Julie (ADJ)......................................... Pharmacy
PharmD, University of Southern California

Weve, Chris (ADJ)............................................. Health Science
A.S. National College, Medical Assisting, Minor Pharmacy Technology
Registered Medical Assistant Certification
American National University
Addendum A to College Catalog
Faculty and Staff
Louisville Campus

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Staff

Messina, Cliff......................................................Campus Director
Langevin, Samantha...........................................Administrative Assistant
Douglas, Virgie.................................................Admission Representative
Kraft, Eleanor (Ely)...........................................Admission Representative
Bullitt, Geneva..................................................Day Receptionist
Guthrie, Gina....................................................Night Receptionist
Deleon, Ruby.....................................................Student Services Representative
Pfeiffer, Mark....................................................Maintenance Technician Director
Fuqua, Theosious..............................................Department Chair-Business
Kiefer, Bonnie..................................................Director of Healthcare Education

Faculty

Alicea-Batlle, Luis (ADJ)...........................................Business/General Education
MSM, Oakland City University, Organization Administration
AS, Troy State University, General Education

Bartley, Norman (ADJ).................................Health Information Management
AS, American National University, RHIT

Fuqua, Theosious (ADJ)....................................................Business
DBA and MBA, Wakefield University, BBA, McKendree College, Business Administration
AAS, Jefferson Community College, Management

Howard, Jamie (ADJ)...........................................................Pharmacy
AS, Jefferson Community College, Arts and Science Certificate, National College, Pharmacy Technology

John, Shanita (ADJ).............................................................Medical
AAS, Elizabethtown Community & Technical College,
Human Services Certified Medical Assistant, CMA (AAMA)

Kiefer, Bonnie (FT)............................................................Medical
AS, National College, Medical Assisting
Registered Medical Assistant, RMA (AMT)

Moore, Brittany (ADJ)..........................................................Medical
AS, BS, LPN, CMA, American National University

Newby, Terry (ADJ)...........................................................General Education
MBA, Xavier University, Business Administration BS, Morehead State University, Industrial Technology BBA, Morehead State University, Business Administration Certificate, Southern Ohio College, Computer Networking Master Certificate, AT&T Bell Laboratories, Project Management Network+ MS Certified Trainer, MCP, MCSA, MCSE

Shum, Paul (ADJ).............................................................Medical
Ed.D Spalding University,
MAT, University of Louisville, BS Centre College of Kentucky

Video Conferencing Faculty
Term 177

Chakos, Kevin (FT)..........................................................Pharmacy
PhD Pharmacy, University of Pittsburgh
B.S. Science, Youngstown State University

Deppen, Joshua (FT).......................................................Medical
B.S. Biological Science, Wright State University
Certified Pharmacy Technician Certification, PTCB
Certified Clinical Medical Assistant, NHA
Kleeh, Deborah (FT) Medical  
B.A. Human Resource Management, Wheeling Jesuit University  
A.A.S. Health Information Technology, WV Northern Community  
A.A. (Arts) West Virginia Northern Community College  
Registered Health Information Technology, AHIMA

Liggan, Larry (FT) Health Science  
MED, American Intercontinental University – Instructional Technology  
BS, University of Oklahoma Health Sciences Center – Physician Associate

Morris, Wilbert (FT) Business  
M.S., Troy State University, Management  
B.S., Fayetteville State University, Business Administration

Muir, Paula (FT) Medical  
A.A.S. Healthcare Information Technology, Cincinnati State College  
Registered Health Information Technology Certification, AHIMA

Patel, Rupali (FT) Business  
MBA American National University  
BA American National University, Business Administration  
AA American National University, Tourism and Hospitality

Smith, Renee (FT) Health Information Management  
B.S., Indiana Wesleyan, Management  
A.A.S., Sinclair Community College, Health Information Management  
R.H.I.T., Registered Health Information Technologist

Warman, Scott (ADJ) Business  
MSS Husson University, Business  
BTE Husson University, Business Teacher Education

Worley, Jonathan (ADJ) Business  
M.A., Tusculum College, Greeneville, TN, Major, Education (Adult Concentration)  
B.S., Tusculum College, Greeneville, TN, Major, Applied Organizational Management

Avella, Edward (FT) Business  
MS University of Maryland University College, Technology Management  
MBA University of Maryland University College  
BS University of Maryland University College, Management Studies, Computing

Awad, Michael (ADJ) Medical  
MD Cario University Medical School

Baer, Gina (ADJ) Pharmacy  
B.S., University of Cincinnati, Biology  
CPhT, Certified Pharmacy Technician

Finan, Jan (ADJ) General Education  
Master of Education Xavier University, Secondary Education  
MA National University, English  
BA Miami University, English  
AA Miami University, English

Ginter, Sarah (ADJ) Biology  
MS Clemson, Biology  
BS Christopher Newport, Biology

Gordon, Karen (ADJ) Accounting, General Education  
MBA Sullivan University  
BS Sullivan University, Business Administration in Accounting  
AS American National University, Accounting

Gregory, Lekesia (ADJ) Health Science  
Bachelor of Professional Studies, The University of Memphis, Organizational Leadership  
BS Victory University, Business Administration  
AAS Southwest Tennessee Community College, Business and Commerce Certified Pharmacy Technician (CPhT)
Hahn, Raymond (ADJ) .............................................. General Education
MS, University of Wisconsin, Mathematics
BS, University of Wisconsin, Applied Math & Physics
AS, University of Wisconsin, General

Harding, Sharon (FT) ............................................. Health Science
BS: Concord University, Education
AS: American National University, Medical Assisting
Certification: Certified Medical Assisting
Certification: CMA, CPC

Leathers, Connie (ADJ) ........................................ Information Technology, Computer
MS Radford College, Special Education
BS Radford College, Elementary Education
AAS New River Valley Community College, Computer Info Systems
Microsoft Certifications (Word, Excel, PowerPoint)

Nordmann, Keith (FT) ............................................. Business
MA National Louis University, Managerial Leadership
BS ITT Technical Institute, Manufacturing Technology

Stewart, Beth (ADJ) ............................................. General Education
MA Ball State University, Soc.
BA Indiana University Bloomington, Soc.

Turner, Greg (ADJ) ............................................. General Education
PhD Capella University, General Counseling
MS Capella University, Human Services
BS Liberty University, Family and Consumer Science

Vos, Daniel (ADJ) ............................................. Information Technology, Computer
BA Washington and Lee University
Cert Virginia Western Community College, Career Studies,
Web Programmer

Walton, Julie (ADJ) ............................................. Pharmacy
PharmD, University of Southern California

Weve, Chris (ADJ) ............................................. Health Science
A.S. National College, Medical Assisting, Minor Pharmacy Technology
Registered Medical Assistant Certification

Whited, Tim (ADJ) ............................................. Business, Accounting
MBA Moorehead State University, Business
BS Old Dominion University, Accounting

Williams, Nikisia ............................................. Business, Accounting
MBA University of Phoenix, Business
MS University of Phoenix, CIS
BS University of Central Florida, EE