

AGENDA

Board for Proprietary Education

BOARD MEETING

101 West Ohio St.
7th Floor Conference Room
Indianapolis, IN 46204

Tuesday, March 19, 2013

- I. CALL TO ORDER –10:00 a.m.**
- II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM**
- III. CONSIDERATION OF THE MINUTES OF THE DECEMBER BOARD MEETING.....1**
- IV. ELECTION OF OFFICERS**
- V. EXECUTIVE DIRECTOR’S REPORT**
- VI. DECISION ITEMS**
 - A. Academic Degree Programs
 - 1. Brown Mackie College: Eight Associate Degree Programs and Five Baccalaureate Degree Programs at Various Locations.....9
 - A.A.S. in Paramedic at Michigan City.....15
 - A.A.S. in Respiratory Care at
 - Fort Wayne.....23
 - Michigan City.....31
 - A.S. in Accounting Technology at Indianapolis.....39
 - A.S. in Biomedical Equipment Technology at Indianapolis.....51
 - A.S. in Construction Technology – HVAC at Fort Wayne.....61
 - A.S. in Medical Laboratory Technology at
 - Fort Wayne.....69
 - South Bend.....77
 - A.S. in Network Systems Administration at Fort Wayne.....87
 - B.S. in Accounting at Indianapolis.....95
 - B.S. in Business Management – Human Resources at
 - Indianapolis.....107
 - Merrillville.....119
 - South Bend.....129
 - B.S. in Business Management – Organizational Leadership at
 - Indianapolis 139
 - Merrillville.....151
 - B.S. in Health Care Management at Indianapolis.....159

B.S. in Medical Laboratory Science at Fort Wayne.....	169
B.S. in Nursing at	
Merrillville.....	179
South Bend.....	189
2. ITT Technical Institute of Technology: One Associate Degree Program and One Baccalaureate Degree Program at Six Locations.....	197
A.A.S. in Software Development at	
Fort Wayne.....	201
Indianapolis East.....	207
Indianapolis North.....	213
Merrillville.....	221
Newburgh.....	227
South Bend.....	233
B.S. in Software Development at	
Fort Wayne.....	239
Indianapolis East.....	247
Indianapolis North.....	255
Newburgh.....	263
Merrillville.....	271
South Bend	279
3. National American University: Six Associate of Applied Science Degree Programs and Six Baccalaureate Degree Programs at Indianapolis.....	287
A.A.S. in Business Administration.....	291
A.A.S. in Criminal Justice.....	303
A.A.S. in Information Technology.....	315
A.A.S. in Medical Administrative Assistant.....	327
A.A.S. in Medical Assisting.....	339
A.A.S. in Small Business Management.....	351
B.S. in Accounting.....	363
B.S. in Business Administration.....	377
B.S. in Criminal Justice.....	389
B.S. in Information Technology.....	401
B.S. in Management.....	413
B.S. in Organization Leadership.....	425
4. Ross Medical Education Center: Three Associate Degree Programs at Fort Wayne and Granger.....	437
A.A.S. in Dental Assistant Specialist at	
Fort Wayne....	439
Granger.....	451
A.A.S. in Medical Assistant Specialist at	
Fort Wayne.....	463
Granger.....	475
A.A.S. in Medical Insurance Billing and Office Administration Specialist at	
Fort Wayne.....	487
Granger.....	499

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

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

**State of Indiana
BOARD FOR PROPRIETARY EDUCATION**

Minutes of Meeting

Monday, December 17, 2012 Meeting

I. CALL TO ORDER

The Board for Proprietary Education met in regular session starting at 10:00 at 101 West Ohio Street, 7th Floor Conference Room with Chairman Dr. Ken Sauer presiding.

ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM

Board: Dr. Ken Sauer, Ken Konesco, Lloyd Garrison, Joe Pearson, Kimberly Perkins, Linda Woloshansky

Staff: Ross Miller, Tara Adams

Guests: Pam Shay, Joel Tobin, Jokima Hiller, John Carreon, Tony Filipe, Steve Ailg, Jeff Golck, Karen Swenson, Sharyl Thompson, Connie Adelman, Nelson Soho, Krystal Belton, Stephanie Brown, Glenna Shelby

MEETING

As this was the first meeting of the Board for Proprietary Education (BPE), there were no minutes from a previous meeting.

Chairman Sauer explained that by statute the board may elect officers. But it was decided to defer action since this was a new board. Chairman Sauer explained that there were challenges getting the new board and explained that the final appointments were finalized last month, still lacking one board member. The final appointment for the board will come from Governor Pence. Chairman Sauer then explained the move of the BPE staff, the move of BPE staff to new offices, challenges of sorting past Indiana Commission on Proprietary Education (COPE) records, files of institutional records, and the changes in the statute as a new bill is introduced.

II. NEW BUSINESS

A. Franklin University of Ohio at Indianapolis

New degree requests

Mr. Ross Miller presented the staff report recommending that Franklin University of Ohio at Indianapolis be granted approval to offer eight new degrees (four Bachelor of Science degree programs and four Master of Science degree programs).

The Franklin University of Ohio at Indianapolis is regionally accredited through the North Central Association of Colleges and Schools.

The first program is the Bachelor of Science in Healthcare Information Management degree program, which is 124 semester credit hours. The second program is the Bachelor of Science in

Information Systems Auditing which is 128 semester credit hours. The third program is the Bachelor of Science in Public Administration which is 124 semester credit hours. The final Bachelor program is the Bachelor of Science in Social Media Design which is 124 semester credit hours.

Among the Masters degree programs are the Master of Science in Business Psychology, which is 36 semester credit hours, the Master of Science in Healthcare Administration, which is 40 semester credit hours, the Master of Science in Human Resource Management which is also 40 semester credit hours, and finally the Master of Science in Public Administration which is 40 semester credit hours. All Master of Science degree programs list credit hours in the specialty.

Chairman Sauer then opened the floor for discussion. Dr. Shay of Franklin University of Ohio at Indianapolis spoke and stated that the institution had been in operation for 110 years, focusing on degree completion programs. The university offers partnerships with community colleges.

Franklin University of Ohio at Indianapolis is in the process of getting certification for the Healthcare Administration program. The accrediting body that offers certification allows the institution to start the program before final certification is achieved. The certification of the program is critical for hiring purposes. Dr. Shay stated that the student will gain field experiences from the certification. Assignments are built into the various courses so the student will find it necessary to talk to different people who work in different areas of that industry. Therefore, there are no required “internships.” Dr. Shay explained that students will have to sit for an exam before certification is met. Expense is separate for the certification test. Average cost for the test is \$100-\$200. For the graduates, institution certification is critical, and many employers require certifications before hiring. Job postings at the institution will reference the requirements.

It was later explained by Dr. Shay that the institution has articulation agreements in both the Associate of Applied Science degree and the Associate of Science degree programs. The most common program is the Associate of Applied Science degree program. Articulation agreements are with community colleges when an associate degree matches requirements.

The institution predominately offers on-line classes, usually for improvement or for promotional reasons in the student’s current job. Completion is 40-60% for Bachelor programs. Students graduate in two to three year time period, as students usually bring in transfer credit hours. Graduate programs have 70-80% completion rate. The majority of Franklin College of Ohio at Indianapolis students usually are already employed.

Dr. Shay stated she would provide the number of Indiana students for the programs. The institution has brought in additional faculty to cover all the requirements, some part-time and some full-time faculty. The university will make sure they meet all the education requirements and industrial requirements to be certain students have practical experience. Total faculty membership is 800, of which 70 are full-time and the remainder of the faculty is part-time. This includes both graduate and undergraduate faculty.

Mr. Miller recommended that the following degrees be approved to be offered at Franklin University of Ohio at Indianapolis:

- Bachelor of Science in Healthcare Information Management
- Bachelor of Science in Information Systems Auditing
- Bachelor of Science in Public Administration
- Bachelor of Science in Social Media Design

Master of Science in Business Psychology
Master of Science in Healthcare Administration
Master of Science in Human Resource Management
Master of Science in Public Administration

Mr. Ken Konesco made the motion to approve the staff recommendations to grant approval to Franklin University of Ohio at Indianapolis to award the above mentioned programs. Ms. Linda Woloshansky seconded the motion. The motion was unanimously approved.

Later, Chairman Sauer suggested that the Application for Applicant Status process be redesigned to facilitate board member questions. It was suggested that board members make a list of things that they wish to see either as part of the application or part of the agenda items. BPE staff would seek such information from the institutions.

**B. Harrison College at Indianapolis
New Degree Request**

Ross Miller reported that Harrison College at Indianapolis submitted one new degree application.

The institution is accredited by Accrediting Council for Independent Colleges and Schools (ACICS). Harrison College has been in business for over a century. The Bachelor of Science in Hospitality Management degree program was originally approved as a Bachelor of Science in Hospitality and Restaurant Management. That program went through more than 25% revision and therefore needed to be submitted to the board for approval as a new degree.

The Bachelor of Science in Hospitality Management is 180 quarter credit hours; 108 quarter credit hours are in the specialty, 60 quarter credit hours are general education, and 12 quarter credit hours are liberal arts.

Ms. Krystal Belton stated that the Chef's Academy has roughly 600 students and 38 of the students are in the Hospitality Management. The total on-line program has 3,145 students for all of Harrison College. Graduates can obtain a job as a general manager for a hotel, shift manager for a casino or an event planner at a hotel.

Mr. Miller recommended that the Bachelor of Science in Hospitality Management degree program be approved for Harrison College at Indianapolis.

Mr. Joe Pearson made the motion to approve the staff recommendations to grant approval to Harrison College at Indianapolis to award the Bachelor of Science in Hospitality Management. Mr. Lloyd Garrison seconded the motion. The motion was unanimously approved.

**C. Medtech College at Indianapolis
New Degree Request**

Mr. Miller reported that MedTech College at Indianapolis submitted one degree request for an Associate of Applied Science degree in Dental Hygiene.

MedTech College has national accreditation through ACICS. The program consists of 116.5 quarter credit hours, with 79% of the courses in the speciality.

Ms. Kimberly Perkins asked why MedTech was 10-15 hours beyond the normal credit hours. It was explained that this is to allow the students additional clinical time to be able to develop their specialized skills. The student will complete 4 courses at 5 credit hours each. MedTech College will build an on-site dental clinic at a later date. At this time all clinical experience will happen at MedTech College.

MedTech College at Indianapolis location has just under 900 students. The program mix is 600 students in the two nursing programs, and 300 students in the allied health programs. Classes are not offered via distance education.

The MedTech College plan is to offer students the hands-on skills required for the student to be a dental hygienist, and to have the institution's career service department facilitate job requests from dentists. The institution's next step is to apply to the Commission on Dental Accreditation on April 1, 2013. A site visit will be scheduled in early fall. After a review of the curriculum, a final decision will be made.

A MedTech College representative stated that MedTech College is acquiring about 7500 square feet of additional space within the current MedTech College building. The job opportunities in Indiana are about 26% job rate growth. Most dental hygienists work part-time. Students will have the option of working in public health clinics.

Mr. Miller recommended that the Associate of Applied Science in Dental Hygiene degree be approved to be offered at MedTech College at Indianapolis.

Mr. Lloyd Garrison made the motion to approve the staff recommendations to grant approval to MedTech College at Indianapolis to award the Associate of Applied Science in Dental Hygiene. Ms. Woloshansky seconded the motion. The motion was unanimously approved.

D. Ross Medical Education Center at Fort Wayne and Granger New Degree Requests

Mr. Miller reported that both sites of Ross Medical Education Center have national accreditation through the Accrediting Bureau of Health Education Schools (ABHES). The Associate of Science degree in Dental Assistant Specialist is 95 quarter credit hours with 76% of the courses in the specialty. The Associate of Applied Science in Medical Assistant Specialist consists of 98.5 quarter credit hours with 77% of the courses in the specialty. The Associate of Applied Science in Medical Insurance Billing and Office Administration Specialist consists of 98.5 quarter credit hours, with 77% of the courses in the specialty.

Mr. Miller reported that Ross Medical Education Centers had been granted approval to offer several degrees. Prior to that, Ross Medical Education Centers offered four certification programs. They received Fully Accredited status in January 2009. That followed the approval of ABHES.

Mr. Tony Felipe stated that Ross Medical Education Centers has 24 campuses in 5 states. A typical student is someone who just graduated from high school or someone who is already working in the field.

The programs are designed for students who graduated from diploma programs and are going into associate level programs. Most of the students to be enrolled into these programs are going to be working in the field.

Mr. Felipe stated that students are transferring 38.5 credits, 46.5 credits or 48 credits into the respective programs. They are transferring credits from their respective diploma level programs. This program requires you to have graduated from the diploma program. Everything the student completes at Ross Medical Education Centers, except internships, will transfer. Students cannot enroll directly into the Associate of Applied Science degree without having graduated from the diploma program. This information is provided in the institution's catalog.

There was a question as to the length of the program. The question was concerning how the institution can award an associate degree in 66 weeks. Mr. Felipe stated that the institution has to schedule the program that way because the institution's accrediting body requires the institution to show the entire program. The institution will not just accredit the additional courses that the student has to take to get the associate degree; the institution has to show the entire program. The students are transferring in 30-36 weeks of the diploma program, which means the remainder of the program is what they have to take to achieve the associate degree level program.

Mr. Felipe stated that the institution operates on credit basis. The student will go to class four times a week for approximately four or five hours a day. There are enough hours of instruction to provide the number of credits within that 66 week period.

Ms. Perkins expressed concern that 66 weeks is an intense pace. Another concern by a board member was that the program does not seem well organized. The institution is required to maintain 70% placement rates. The institution reports the 70% data to ABHES. The rates are on the website for the institution. The institution is meeting those minimum requirements, and in most cases going above the requirements.

The students complete the 720 program in 30-36 weeks, taking either one or two courses at a time. The students have to begin the program at the start of a module.

Board members were concerned with the credentials of the faculty since the majority level of the faculty is at the diploma level. The institution stated that the faculty has not been hired yet for the new program. The general education faculty would have a minimum of a bachelor's degree. The institution is not going to start the program until 2013 after approval is received. The institution asked if they should hire the faculty now before the program has started. Chairman Sauer asked if this should be a stipulation. Mr. Miller stated that approval can be made with stipulations.

The previous rules state that you have an option of approving a program with stipulations, and staff will verify at a later date that the institution has made these stipulations. At that time the stipulations will be removed and the institution can be granted approval without stipulations. This action can be done at staff level. The two stipulations are the completion rates as reported as well as the additional faculty hired.

It was decided to table the action. Additional discussion would involve the length of the program and the oversight of the program. A concern was raised concerning the faculty listed and their qualifications for the program.

Chairman Sauer recommended that the Associate of Applied Science in Dental Assistant Specialist, Associate of Applied Science in Medical Assistant Specialist and the Associate of Applied Science in Medical Insurance Billing and Office Administration Specialist be tabled for later action.

Mr. Garrison made the motion to table the action with the idea of getting additional information from the school for the next meeting. Ms. Perkins seconded the motion. The motion was unanimously approved.

E. Findings of Facts, Conclusion of Law

Shawn McAtee was a former student of Brown Mackie College in Fort Wayne. The former Commission on Proprietary Education ruled in favor of the institution in the complaint filed by Mr. McAtee. Mr. McAtee then filed an appeal with the Administrative Law Judge (ALJ). The ALJ heard the case and rendered her Findings of Facts and Conclusions of Law.

Staff recommended adoption of Findings of Fact and Conclusions of Law by the ALJ. The board had the option to modify or order a new trial if they so choose. Staff maintained its recommendations for adoption of the ALJ findings.

Mr. Konesco made the motion to accept the staff recommendations to adopt the Findings of Facts and Conclusions of Law by the ALJ in the case of McAtee vs. Brown Mackie College at Fort Wayne. Ms. Woloshansky seconded the motion. The motion was unanimously approved.

F. Findings of Facts, Conclusion of Law

Mr. Eric Zemlik was a former student of Brown Mackie College at South Bend. The former Commission on Proprietary Education ruled in favor of the institution in the complaint filed by Mr. Zemlik. Mr. Zemlik then filed an appeal with the Administrative Law Judge. The ALJ heard the case and rendered her Findings of Facts and Conclusions of Law.

Staff recommended adoption of the Findings of Facts and Conclusions of Law by the ALJ. The board had the option to modify or order a new trial if they so choose. Staff maintained its recommendations for adoption of the ALJ findings.

Mr. Konesco made the motion to accept the staff recommendations to adopt the Findings of Facts and Conclusions of Law by the ALJ in the case of Zemlik vs. Brown Mackie College at South Bend. Ms. Woloshansky seconded the motion. The motion was unanimously approved.

That concluded the Decision items.

III. DISCUSSION ITEM

The first discussion item of the Board for Proprietary Education was concerning the Academic Program Inventory (API).

Mr. Miller reported that since the Board for Proprietary Education was created beginning in June of 2012, an API had been created. A sample of the API was enclosed in the agenda materials.

ITT Technical Institute was chosen as an example. Stephanie Brown from ITT Technical Institute at Fort Wayne was in attendance at the meeting. In reviewing the API, the most important column is “D” which is the CIP code, which stands for the Classification of Instructional Programs. Chairman Sauer created the CIP directory in 1979-1980. The list will enable the staff to quickly reference information regarding what programs certain institutions are authorized to offer.

In addition, the API is something that BPE would like to ultimately make available to the public for public view. Part of the job for BPE is to provide information to prospective students. The API will be circulated to all institutions authorized by BPE in a process to verify all programs offered. The CIP code will eventually be included on the new program applications from the institutions.

The final discussion item was the dates for the 2013 business meetings. They are as follows:

March 19, 2013
June 18, 2013
September 17, 2013
December 17, 2013

These meetings will be held in the 7th floor conference room. These dates are also on the website.

ADJOURNMENT

The meeting was adjourned at 12:30 P.M.

Lloyd Garrison, Secretary

Date

BOARD FOR PROPRIETARY EDUCATION

Tuesday March 19, 2013

DECISION ITEM A-1:

Brown Mackie College: **Eight Associate Degree Programs and Five Baccalaureate** **Degree Programs at Various Locations**

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree in Construction Technology – HVAC, A.A.S. degree in Paramedic, A.A.S. degree in Respiratory Care, A.S. degree in Accounting Technology, A.S. degree in Biomedical Equipment Technology, A.S. degree in Medical Laboratory Science, A.S. degree in Medical Laboratory Technology, A.S. degree in Network Systems Administration, B.S. degree in Accounting, B.S. degree in Business Management, B.S. degree in Health Care Management, and B.S. degree in Nursing in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

Brown Mackie College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS). The institution has five campuses in Indiana: Fort Wayne, Indianapolis, Merrillville, Michigan City, and South Bend. ACICS accredits Brown Mackie College in 17 states including Indiana. Listed below are the five campuses Brown Mackie College operates in Indiana and their enrollment of Fall 2011 as reported to the National Center for Education Statistics:

Fort Wayne	1,303
Indianapolis	1,308
Merrillville	582
Michigan City	414
South Bend	876
Total	4,483

Degree Program Profiles

Associate of Applied Science (A.A.S.) in Paramedic (Michigan City)

This program consists of 97 quarter credit hours, with 59% of the courses in the specialty. The faculty consists of 12 individuals, of whom three are full-time and nine are part-time. Of the 12 individuals, one has a J.D., of the remaining faculty, six have a Master's degree, one has a Bachelor's degree, and four have Associate's degrees.

Associate of Applied Science (A.A.S.) in Respiratory Care (Fort Wayne, Michigan City)

This program consists of 100 quarter credit hours, with 68% of the courses in the specialty. The Fort Wayne faculty consists of nine individuals, of whom three are full-time and six are part-time. Of the nine individuals, one has a Ph.D., one has a D. Min., of the remaining faculty, 7 have a Master's degree. The Michigan City faculty consists of 12 individuals, of whom three are full-time and nine are part-time. Of the 12 individuals, one has a J.D., of the remaining faculty, six have a Master's degree, one has a Bachelor's degree, and four have an Associate's degree.

Associate of Science (A.S.) in Accounting Technology (Indianapolis)

This program consists of 96 quarter credit hours, with 50% of the courses in the specialty. The faculty consists of 30 individuals, of whom four are full-time and 26 are part-time. Of the 30 individuals, one has a Ph.D., one has a J.D., of the remaining faculty, 28 have a Master's degree.

Associate of Science (A.S.) in Biomedical Equipment Technology (Indianapolis)

This program consists of 96 quarter credit hours, with 40% of the courses in the specialty. The faculty consists of 18 individuals, of whom five are full-time and 13 are part-time. Of the 18 individuals, one has a M.D., one has a J.D., of the remaining faculty, 15 have a Master's degree, and one has a Bachelor's degree.

*Associate of Science (A.S.) in
Construction Technology – HVAC
(Fort Wayne)*

This program consists of 96 quarter credit hours, with 60% of the courses in the specialty. The faculty consists of eight individuals, of whom three are full-time and five are part-time. Of the eight individuals, one has Ph.D., of the remaining Faculty, seven have a Master's degree.

*Associate of Science (A.S.) in
Medical Laboratory Technology
(Fort Wayne, South Bend)*

This program consists of 96 quarter credit hours, with 50% of the courses in the specialty. The Fort Wayne faculty consists of nine individuals, of whom three are full-time and six are part-time. Of the nine individuals, one has a Ph.D., one has D. Min., of the remaining faculty, seven have a Master's degree. The South Bend faculty consists of 14 individuals, of whom seven are full-time and seven are part-time. Of the 14 individuals one has a Ed. D., seven have a Master's degree, of the remaining faculty, six have an Associate's degree.

*Associate of Science (A.S.) in
Network Systems Administration
(Fort Wayne)*

This program consists of 96 quarter credit hours, with 56% of the courses in the specialty. The Fort Wayne faculty consists of 10 individuals, of whom three are full-time and seven are part-time. Of the 10 individuals, one has a Ph.D., one has a D. Min., of the remaining faculty, eight have a Master's degree.

*Bachelor of Science (B.S.) in
Accounting
(Indianapolis)*

This program consists of 180 quarter credit hours, with 53% of the courses in the specialty. The faculty consists of 30 individuals, of whom four are full-time and 26 are part-time. Of the 30 individuals, one has a Ph.D., one has a J.D., of the remaining faculty, 28 have a Master's degree.

*Bachelor of Science (B.S.) in
Business Management – Human Resources
(Indianapolis, Merrillville, South Bend)*

This program consists of 180 quarter credit hours, with 58% of the courses in the specialty. The Indianapolis faculty consists of 29 individuals, of whom five are full-time and 24 are part-time. Of the 29 individuals, one has a Ph.D., one has a J.D., of the remaining faculty, 27 have a Master's degree. The Merrillville faculty consists of 14 individuals, of whom four are full-time and 10 are part-time. Of the 14 individuals, 11 individuals have a Master's degree, of the remaining faculty, three have a Bachelor's degree. The South Bend faculty consists of 13 individuals, of whom six are full-time and seven are part-time. Of the 13 individuals, one has a Ph.D., one has a J.D., of the remaining faculty, 11 have a Master's degree.

*Bachelor of Science (B.S.) in
Business Management – Organizational Leadership
(Indianapolis, Merrillville)*

This program consists of 180 quarter credit hours, with 61% of the courses in the specialty. The Indianapolis faculty consists of 29 individuals, of whom five are full-time and 24 are part-time. Of the 29 individuals, one has Ph.D., one has a J.D, of the remaining faculty, 27 have a Master's degree. The Merrillville faculty consists of 13 individuals, of whom four are full-time and nine are part-time. Of the 13, nine have a Master's degree and four have a Bachelor's degree.

*Bachelor of Science (B.S.) in
Health Care Management
(Indianapolis)*

This program consists of 180 quarter credit hours, with 44% of the courses in the specialty. The faculty consists of 17 individuals, of whom three are full-time and 14 are part-time. Of the 17 individuals, one has a J.D., and the remaining 16 individuals have a Master's degree.

*Bachelor of Science (B.S.) in
Medical Laboratory Science
(Fort Wayne)*

This program consists of 180 quarter credit hours, with 51% of the courses in the specialty. The faculty consists of 13 individuals, of whom three are full-time and 10 are part-time. Of the 13 individuals, one has a Ph.D., and one has a D. Min., of the remaining faculty, 11 have a Master's degree.

*Bachelor of Science (B.S.) in
Nursing
(Merrillville, South Bend)*

This program consists of 188 quarter credit hours, with 60% of the courses in specialty. The Merrillville faculty consists of 16 individuals, of whom five are full-time and 11 are part-time. Of the 16 individuals, 11 have a Master's degree and the remaining five individuals have a Bachelor's degree. The South Bend faculty consists of 10 individuals, of whom five are full-time and five are part-time. Of the 10 individuals, all have a Master's degree.

Supporting Documents

Degree Applications

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Michigan City

Name of Program Paramedic

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 19, 2012 ☒ New ☐ Renewal

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

The associate's degree program in Paramedic is designed to prepare individuals in the key duties and responsibilities of the paramedic. Paramedics work under the supervision of a physician to access injuries, administer emergency medical care, extricate trapped individuals, and transport injured or sick persons to medical facilities. Their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedic process basic skills in opening up airways, restoring breathing, controlling bleeding, treating for shock, and administering oxygen. In addition, paramedic may administer drugs, interpret electrocardiograms, perform endotracheal intubation, and use other medical equipment. Upon completion of this program students are eligible to sit for the National Registry Certification exam in preparation to become a paramedic according to state requirements. Clinical practice under professional supervision is integrated into the learning, as are aspects of professional standards and ethics.

Graduates of the program will be able to :

- Apply the natural sciences, emergency patient care, and legal guidelines informing the study of paramedic.
- Develop the skills to access a patient's condition and to manage a variety of emergencies including trauma, respiratory distress, cardiac arrest, diabetes, stroke, and poisoning.
- Utilize the proper equipment and procedures to immobilize and secure patients for safe transport to a medical facility.
- Practice the proper procedures for all aspects of emergency operations within the defined scope of practice including documenting treatments, restocking supplies, and checking equipment after an ambulance run.
- Demonstrate competence in the cognitive (knowledge), psychomotor (skills) and effective (behavior) learning domains for the paramedic as outlined within the Paramedic National Standard Curriculum of the United States Department of Transportation National Highway Traffic Safety Administration.

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

NAME OF PROGRAM: Paramedic

TOTAL COURSE HOURS: 97 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 96 weeks TUITION: \$30,458

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EMS1900	Introduction to Emergency Medical Services	5.0
EMS1910	Patient Assessment	4.0
EMS1920	Introduction to Pharmacology	4.0
EMS2900	Basis Paramedic Practicum/Fieldwork	2.0
EMS2910	Respiratory Emergencies	4.0
EMS2920	Cardiac Emergencies	5.0
EMS2930	Medical Emergencies	4.0
EMS2940	Special Considerations	4.0
EMS2950	Trauma Emergencies	4.0
EMS2960	EMS Operations	5.0
EMS2970	Practicum I	4.0
EMS2971	Practicum II	4.0
EMS2980	Field Internship I	4.0
EMS2981	Field Internship II	4.0
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4.0
COM1102	Composition II *	4.0
COM1200	Effective Public Speaking *	4.0
HUM2000	Introduction to Literature *	4.0
MTH1800	College Algebra *	4.0
PSS1100	Professional Development	4.0
SCI1351	Anatomy and Physiology I *	4.0
SCI1352	Anatomy and Physiology II	4.0
SCI1850	Environmental Science *	4.0
SSC1100	Principles of Psychology *	4.0

Number of Credit/Clock Hrs. in Specialty:	<u>57</u>	/	<u> </u>	Percentage:	<u>59%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>32</u>	/	<u> </u>	Percentage:	<u>33%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>8</u>	/	<u> </u>	Percentage:	<u>8%</u>

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

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:
See attachment for library requirements

2. Number of volumes of professional material:
See attachment for library requirements

3. Number of professional periodicals subscribed to:
See attachment for library requirements

4. Other library facilities in close geographical proximity for student access:
See attachment for library requirements

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

Doc.: degreappform.doc

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

1. Location of library; hours of student access; part-time, full time librarian/staff:

The library is located at the southwest corner of the building. The students are able to access the library from 8:00 AM to 10:00 PM on Mondays, Tuesdays, and Thursdays, from 8:00 AM to 8:00 PM on Wednesday, from 8:00 AM to 5:00 PM on Fridays, and from 9:00 AM to 1:00 PM on Saturdays. There is a full time librarian who is at the library for 10 hours on Mondays, Tuesdays, and Thursdays, 9 hours on Wednesdays, and 5 hours on Friday. His time is arranged so that he can assist both the day and night students.

2. Number of volumes of professional material:

The library has around 1,000 books dealing with the professional disciplines that are taught here.

3. Number of professional periodicals subscribed to:

The periodicals are in digital format, and they are accessed through the databases at the online library. We have a total of 48 databases, each with access to multiple journals. Our most comprehensive database, ProQuest Central, has 18,878 periodicals to search from.

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

There is the Michigan City Public Library which is located at 100 E. 4th Street , Michigan City, IN 46360

There is also the Valparaiso Law Library which is located at 656 Greenwich Street, Valparaiso, IN 46383

The students are introduced to the Michigan City Public Library through the Introduction to Literature course, and the paralegal students are introduced to the Valparaiso Law Library.

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

Total # of Faculty in the Program: 12 **Full-time:** 3 **Part-time:** 9

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Czarnecki, Janet	MS	15	10	0	x	
Daniel, Steven	MS	20	4	0		x
Dybing, Kyle	MS	28	3	0		x
Lambert, Karenza	MA	6	6	5		x
Lilly, Maggie	AS	9	4	0	x	
Mayer, Dana	AS	13	2.5	0		x
McKinnon, Michael	BS	23	15	2		x
Plumb, Denise	AAS	9	6.5	0		x
Transki, Barbara	JD	18	3.5	0		x
Warren, Jason	MA	23	7	6		x
Young, Lesley	AS	7	2.5	0		x
Zolvinski, Susan	MBA	21	17	0	x	

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

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

Institution: Brown Mackie College – Michigan City
Degree Program: Associate of Applied Science – Paramedic
Locations: Michigan City, IN

State Licensure

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

If so, please identify

The specific license(s) needed: Emergency Medical Technician-Paramedic

The State agency issuing the license(s):

Indiana Department of Homeland Security
EMS Certifications, E239, IGC-S
302 W. Washington St.
Indianapolis, IN 46204-2739

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Professional Certification

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

If so, please identify

The specific professional certification(s) needed: EMS Certification at the Paramedic level

The national organization issuing the certification(s):

National Registry of Emergency Medical Technicians
Rocco V. Morando Building
6610 Busch Blvd.
Columbus, OH 43229

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Program Accreditation

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

If so, please identify the specialized accrediting agency:

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Ft. Wayne

Name of Program Respiratory Care

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared January 9, 2012 ☒ New ☐ Renewal

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

The associate's degree program in Respiratory Care is designed to prepare individuals in the key duties and responsibilities of the respiratory therapist. Primarily, respiratory therapists work under the supervision of physicians to assist in developing and administering respiratory care plans, supervise personnel and equipment operation, maintain records, and to effectively consult with other members of the healthcare team. Instructional topics include anatomy, physiology and pathology of the respiratory system, clinical expressions, therapeutic procedures, patient communication, data collection and record-keeping, and equipment operation and maintenance. Clinical practice under professional supervision is integrated into the learning, as are aspects of professional standards and ethics.

Graduates of the program will be able to:

- Interview and examine patients with breathing and cardiopulmonary disorders, perform appropriate diagnostic tests, and consult with physicians to develop appropriate patient treatment plans.
- Treat patients, using a variety of methods, including chest physiotherapy and aerosol medications, while monitoring patient's physiological responses to therapy, such as vital signs, arterial blood gases, or blood chemistry changes, and to consult with physician if adverse reactions occur.
- Demonstrate the communication skills necessary to effective respiratory care, including explaining procedures to patients, working effectively as a part of healthcare team of professions, supervise respiratory therapy technicians, and maintain charts to monitor and record the progress of treatment.
- Provide consistent and effective quality assurance standards in equipment maintenance and care, including cleaning, testing, and maintaining respiratory therapy

equipment; correctly setting up and operating devices such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, or aerosol generators while enforcing safety rules and ensuring strict adherence to physicians' orders.

- Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists practicing in the discipline.

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

NAME OF PROGRAM:	<u>Respiratory Care</u>			
TOTAL COURSE HOURS:	<u>100</u>	Check one:	Quarter Hours	☒
	<u> </u>		Semester Hours	☐
			Clock Hours	☐
LENGTH OF PROGRAM:	<u>100 wks</u>	TUITION:	<u>\$31,400</u>	

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ALH1300	Applied Sciences in Respiratory Care	4
ALH1310	Fundamentals of Respiratory Care I	4
ALH1325	Respiratory Care Practicum I	4
ALH1331	Cardiopulmonary Pharmacology	4
ALH1332	Respiratory Care Practicum II	4
ALH1333	Cardiopulmonary Assessment	4
ALH2341	Respiratory Care Practicum III	4
ALH2342	Critical Care I	4
ALH2343	Critical Care II	4
ALH2344	Cardiopulmonary Pathophysiology	4
ALH2351	Respiratory Care Practicum IV	4
ALH2352	Neonatal/Pediatric Care	4
ALH2361	Respiratory Care Practicum V	4
ALH2362	Continuing Care	4
ALH2363	Respiratory Care Practicum VI	4
ALH2364	Advanced Cardiopulmonary Assessment	4
SCI1352	Anatomy and Physiology II	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4
COM1102	Composition II *	4
COM1200	Effective Public Speaking *	4
HUM2000	Introduction to Literature *	4
MTH1800	College Algebra *	4
PSS1100	Professional Development	4
SCC1100	Principles of Psychology *	4
SCI1351	Anatomy and Physiology I *	4

Number of Credit/Clock Hrs. in Specialty:	<u>68</u>	/	<u> </u>	Percentage:	<u>68%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>4</u>	/	<u> </u>	Percentage:	<u>4%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>28</u>	/	<u> </u>	Percentage:	<u>28%</u>

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

1. Location of library; hours of student access; part-time, full time librarian/staff

The library is located on the first floor of the building. The hours of student access are:

Monday - Thursday: 8:00 a.m. - 10:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 9:00 a.m. - 1:00 p.m.

The library is staffed by a full-time Head Librarian, who holds a Master's of Library Science degree, a full-time Technical Librarian and a part-time work study student.

2. Number of volumes of professional material:

The College's library has a total of 4,017 titles.

3. Number of professional periodicals subscribed to:

The College currently subscribes to 26 periodicals.

Additional resources and databases are available for student use:

a. ProQuest and related databases:

ABI Complete, ABI/INFORM Dateline , ABI/INFORM Global, ABI/INFORM Trade & Industry , Accounting & Tax, Arts & Humanities Full Text, Asian Business & Reference, Banking Information Source, Britannica Online, Biology Journals, Canadian Business & Current Affairs Complete, Canadian Newsstand Complete, Career & Technical Education, Chronicle of Higher Education, Cochrane, Computing, CQ Researcher, Criminal Justice Abstracts, Criminal Justice Periodicals Index, CultureGrams, Education Journals, eLibrary, Entrepreneurship , ERIC Plus Full-Text, European Business, Family Health, Health & Medical Complete/ With Medline, Hoover's Company Records, Literature Online, Mergent , Military Collection, Newsstand Complete, Nursing & Allied Health, Oxford Art (Grove Art), Pharmaceutical News Index, Psychology Journals, Religion, Research Library, Science Journals, SIRS Issues

Researcher, SIRS Renaissance,

*Snapshot Series, Social Science Journals, Telecommunications, Westlaw
Campus Research.*

b. **INSPIRE:** funded by the State of Indiana.

The following are appropriate to BMC programs and level of education:

- **GenEd courses:** *Academic Search Elite; Bartleby.com; Biography Resource Center (Gale); ERIC; Funk & Wagnalls New Encyclopedia; Google Scholar; Image Collection; Indiana Shared Library Catalog; LitFinder; Newspaper Source; PALNI Online Catalog; Project Gutenberg; WorldCat*
- **Business:** *Business Source Premier; Career Collection; Company Profiles; Corporate ResourceNet; Professional Development Collection; Regional Business News*
- **Allied health / Nursing / Occupational therapy:** *Clinical Pharmacology (Medications); Health Business FullTEXT; Health Source: Consumer; Health Source: Nursing/Academic; MEDLINE; MEDLINE Plus*
- **Law:** *Access Indiana; Census.gov; Military and Government Collection*

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

1. Allen County Public Library: The Allen County Public Library is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

2. Helmke Library: The Helmke Library is a part of the Indiana University - Purdue University Regional Campus located in Fort Wayne, Indiana. The Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne campus. Any Indiana resident may check out two books per subject with a valid ID card.

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

Total # of Faculty in the Program: 9 **Full-time:** 3 **Part-time:** 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Duffy, William	MS	35	3	32	X	
Hitchcock, Jean	PhD	12	7	8		X
Knepper, Jacquelyn	MS	1	1	0		X
Long, Harla	MS	2	2	0		X
Low, Ken	MA	28	1	28		X
Reynolds, Brittany	MA	3	3	0	X	
Stevens, Virginia	MS	29	3	26		X
Young, Kent	DMin	16	3	13		X
Young, Robert	MS	31	9	22	X	

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

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

Institution: Brown Mackie College – Ft. Wayne
Degree Program: Associate of Applied Science – Respiratory Care
Locations: Ft. Wayne, IN

State Licensure

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

If so, please identify

The specific license(s) needed: License as a Respiratory Care Practitioner

The State agency issuing the license(s):

Respiratory Care Committee
Professional Licensing Agency
Attn: Respiratory Care Committee
402 W. Washington Street, Room W072
Indianapolis, Indiana 46204

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Professional Certification

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

If so, please identify

The specific professional certification(s) needed: CRT or RRT

The national organization issuing the certification(s):

The Entry-Level Certified Respiratory Therapist (CRT) Examination administered by the National Board for Respiratory Care (NBRC)

The Registered Respiratory Therapist (RRT) Examination administered by the National Board for Respiratory Care (NBRC)

+++++
Program Accreditation

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

If so, please identify the specialized accrediting agency:

Commission on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road, Bedford, TX 76021-4244
BPE AGENDA 30

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College-Michigan City

Name of Program Respiratory Care

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 12, 2012 ☒ New ☐ Renewal

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

The associate's degree program in Respiratory Care is designed to prepare individuals in the key duties and responsibilities of the respiratory therapist. Primarily, respiratory therapists work under the supervision of physicians to assist in developing and administering respiratory care plans, supervise personnel and equipment operation, maintain records, and to effectively consult with other members of the healthcare team. Instructional topics include anatomy, physiology and pathology of the respiratory system, clinical expressions, therapeutic procedures, patient communication, data collection and record-keeping, and equipment operation and maintenance. Clinical practice under professional supervision is integrated into the learning, as are aspects of professional standards and ethics.

Graduates of the program will be able to:

- Interview and examine patients with breathing and cardiopulmonary disorders, perform appropriate diagnostic tests, and consult with physicians to develop appropriate patient treatment plans.
- Treat patients, using a variety of methods, including chest physiotherapy and aerosol medications, while monitoring patient's physiological responses to therapy, such as vital signs, arterial blood gases, or blood chemistry changes, and to consult with physician if adverse reactions occur.
- Demonstrate the communication skills necessary to effective respiratory care, including explaining procedures to patients, working effectively as a part of healthcare team of professions, supervise respiratory therapy technicians, and maintain charts to monitor and record the progress of treatment.
- Provide consistent and effective quality assurance standards in equipment maintenance and care, including cleaning, testing, and maintaining respiratory therapy

equipment; correctly setting up and operating devices such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, or aerosol generators while enforcing safety rules and ensuring strict adherence to physicians' orders.

- Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists practicing in the discipline.

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

NAME OF PROGRAM: Respiratory Care

TOTAL COURSE HOURS: 100 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 100 wks TUITION: \$31,400

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ALH1300</u>	<u>Applied Sciences in Respiratory Care</u>	<u>4.0</u>
<u>ALH1310</u>	<u>Fundamentals of Respiratory Care I</u>	<u>4.0</u>
<u>ALH1325</u>	<u>Respiratory Care Practicum I</u>	<u>4.0</u>
<u>ALH1331</u>	<u>Cardiopulmonary Pharmacology</u>	<u>4.0</u>
<u>ALH1332</u>	<u>Respiratory Care Practicum II</u>	<u>4.0</u>
<u>ALH1333</u>	<u>Cardiopulmonary Assessment</u>	<u>4.0</u>
<u>ALH2341</u>	<u>Respiratory Care Practicum III</u>	<u>4.0</u>
<u>ALH2342</u>	<u>Critical Care I</u>	<u>4.0</u>
<u>ALH2343</u>	<u>Critical Care II</u>	<u>4.0</u>
<u>ALH2344</u>	<u>Cardiopulmonary Pathophysiology</u>	<u>4.0</u>
<u>ALH2351</u>	<u>Respiratory Care Practicum IV</u>	<u>4.0</u>
<u>ALH2352</u>	<u>Neonatal/Pediatric Care</u>	<u>4.0</u>
<u>ALH2361</u>	<u>Respiratory Care Practicum V</u>	<u>4.0</u>
<u>ALH2362</u>	<u>Continuing Care</u>	<u>4.0</u>
<u>ALH2363</u>	<u>Respiratory Care Practicum VI</u>	<u>4.0</u>
<u>ALH2364</u>	<u>Advanced Cardiopulmonary Assessment</u>	<u>4.0</u>
<u>SCI1352</u>	<u>Anatomy and Physiology II</u>	<u>4.0</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4.0
COM1102	Composition II *	4.0
COM1200	Effective Public Speaking *	4.0
HUM2000	Introduction to Literature *	4.0
MTH1800	College Algebra *	4.0
PSS1100	Professional Development	4.0
SCC1100	Principles of Psychology *	4.0
SCI1351	Anatomy and Physiology I *	4.0

Number of Credit/Clock Hrs. in Specialty:	<u>68</u>	/	<u> </u>	Percentage:	<u>68%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>28</u>	/	<u> </u>	Percentage:	<u>28%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>4</u>	/	<u> </u>	Percentage:	<u>4%</u>

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

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

See attachment library requirements

2. Number of volumes of professional material:

See attachment library requirements

3. Number of professional periodicals subscribed to:

See attachment library requirements

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

See attachment library requirements

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

Doc.: degreappform.doc

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

1. Location of library; hours of student access; part-time, full time librarian/staff:

The library is located at the southwest corner of the building. The students are able to access the library from 8:00 AM to 10:00 PM on Mondays, Tuesdays, and Thursdays, from 8:00 AM to 8:00 PM on Wednesday, from 8:00 AM to 5:00 PM on Fridays, and from 9:00 AM to 1:00 PM on Saturdays. There is a full time librarian who is at the library for 10 hours on Mondays, Tuesdays, and Thursdays, 9 hours on Wednesdays, and 5 hours on Friday. His time is arranged so that he can assist both the day and night students.

2. Number of volumes of professional material:

The library has around 1,000 books dealing with the professional disciplines that are taught here.

3. Number of professional periodicals subscribed to:

The periodicals are in digital format, and they are accessed through the databases at the online library. We have a total of 48 databases, each with access to multiple journals. Our most comprehensive database, ProQuest Central, has 18,878 periodicals to search from.

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

There is the Michigan City Public Library which is located at 100 E. 4th Street , Michigan City, IN 46360

There is also the Valparaiso Law Library which is located at 656 Greenwich Street, Valparaiso, IN 46383

The students are introduced to the Michigan City Public Library through the Introduction to Literature course, and the paralegal students are introduced to the Valparaiso Law Library.

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

Total # of Faculty in the Program: 12 **Full-time:** 3 **Part-time:** 9

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Czarnecki, Janet	MS	15	10	0	x	
Daniel, Steven	MS	20	4	0		x
Dybing, Kyle	MS	28	3	0		x
Lambert, Karenza	MA	6	6	5		x
Lilly, Maggie	AS	9	4	0	x	
Mayer, Dana	AS	13	2.5	0		x
McKinnon, Michael	BS	23	15	2		x
Plumb, Denise	AAS	9	6.5	0		x
Transki, Barbara	JD	18	3.5	0		x
Warren, Jason	MA	23	7	6		x
Young, Lesley	AS	7	2.5	0		x
Zolvinski, Susan	MBA	21	17	0	x	

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

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

Institution: Brown Mackie College – Michigan City
Degree Program: Associate of Applied Science – Respiratory Care
Locations: Michigan City, IN

State Licensure

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

If so, please identify

The specific license(s) needed: License as a Respiratory Care Practitioner

The State agency issuing the license(s):

Respiratory Care Committee
Professional Licensing Agency
Attn: Respiratory Care Committee
402 W. Washington Street, Room W072
Indianapolis, Indiana 46204

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Professional Certification

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

If so, please identify

The specific professional certification(s) needed: CRT or RRT

The national organization issuing the certification(s):

The Entry-Level Certified Respiratory Therapist (CRT) Examination administered by the National Board for Respiratory Care (NBRC)

The Registered Respiratory Therapist (RRT) Examination administered by the National Board for Respiratory Care (NBRC)

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Program Accreditation

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

If so, please identify the specialized accrediting agency:

Commission on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road, Bedford, TX 76021-4244
BPE AGENDA 38

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Indianapolis

Name of Program Accounting Technology

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared January 18, 2013 ☒ New ☐ Renewal

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

The associate's degree program in Accounting Technology is designed to prepare graduates to seek entry-level employment and advancement in accounting positions in various types of business organizations. The program is designed to meet its objectives through instruction in appropriate accounting, business, and general education courses.

Graduates of the program will be able to:

- 1) Apply the fundamental principles of accounting to workplace problems, using generally accepted principles and procedures.
- 2) Operate computerized accounting systems to address accounting and business applications.
- 3) Prepare, maintain, interpret, and analyze basic financial statements, and apply the relationship of these statements to the accounting equation.
- 4) Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

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

NAME OF PROGRAM: Accounting Technology

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 24 months TUITION: \$ 30,144

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1011	Principles of Accounting I	4
ACC1012	Principles of Accounting II	4
ACC1013	Principles of Accounting III	4
ACC2010	Payroll Management	4
ACC2020	Computerized Accounting Systems	4
ACC2040	Tax Accounting	4
ACC2900	Accounting Externship	2
BUS1100	Introduction to Business	4
BUS1120	Business Law I	4
BUS 1130	Advanced Spreadsheets	4
BUS2120	Business Law II	4
BUS2250	Principles of Finance	4
SSC2230	Principles of Macroeconomics	4
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I*	4
COM1102	Composition II*	4
COM1200	Effective Public Speaking*	4
HUM2000	Introduction to Literature*	4
MTH1800	College Algebra*	4
PSS1100	Professional Development	4
PSS1200	Business Communications	4
PSS1800	Applied Ethics	4
PSS2000	Professional Transition	2
SCI1850	Environmental Science*	4
SSC1100	Principles of Psychology*	4
SSC1450	Constitution and Society	4

Number of Credit/Clock Hrs. in Specialty:	<u>50</u>	/	<u> </u>	Percentage:	<u>52%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>10</u>	/	<u> </u>	Percentage:	<u>10%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>36</u>	/	<u> </u>	Percentage:	<u>38%</u>

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

1. Location of library; hours of student access; part-time, full time librarian/staff:

Location of library

The library is located on the west end of the third floor of the campus building at 1200 N. Meridian Street, Indianapolis. Offices for several key academic personnel, including the Dean of Academic Affairs and three Department Chairs, are also on the third floor of this building. Access to the floor is by stairs or elevator on the west end close to the library.

Hours of student access

The library's hours of operation are 8:00am to 9:50pm Monday, Tuesday, Thursday; 8:00am to 6:00pm Wednesday; 9:00am to 4:00pm Friday; and 9:00am to 1:00pm Saturday. Electronic resources, such as professional journals, newspapers, and ebooks are also available to students 24 hours a day, 7 days a week anywhere a student has Internet access. These resources are accessible through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

Staffing

The library is staffed by two full time librarians and a part time tutor/library assistant. The managing librarian has a Master of Library Science degree and a Master of Arts degree in history from Indiana University – Purdue University Indianapolis. The managing librarian also has a Master of Arts degree in anthropology from Northern Illinois University and a Bachelor of Arts degree in biology-chemistry from Manchester College. The other librarian has a Master of Library Science degree from Indiana University – Purdue University Indianapolis, a Master of Arts degree in English from Andrews University, and a Bachelor of Arts degree in English and religion from Atlantic Union College. The tutor/library assistant has a Bachelor of General Studies degree with a Mathematics Concentration and a Psychology Minor from Indiana University – Purdue University Indianapolis.

2. Number of volumes of professional material:

The library's collection currently contains approximately 3,500 print volumes related to general education and the professional fields studied by students at the college. Students have access to additional electronic books through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

3. Number of professional periodicals subscribed to:

The library subscribes to 22 print periodicals. Students have access to thousands of additional periodicals through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

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

The main library of the Indianapolis – Marion County Public Library, a major metropolitan library system holding 2.1 million volumes, lies between the learning site at Circle Center Mall and the campus building at 1200 N. Meridian Street. Students and faculty of Brown Mackie College – Indianapolis are able to obtain a library card to this library system regardless of residence. This card allows students to check out books and access online databases.

Less than two miles from the learning site and campus building is a major research university, Indiana University-Purdue University Indianapolis. As residents of Indiana, Brown Mackie College - Indianapolis students and faculty are eligible for a university library card, which provides borrowing privileges and access to computers and online databases.

IV. Faculty-attached completed Instructor's Qualification Record for each instructor.

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

Total # of faculty in the program: 30 Full-time: 4 Part-time: 26

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (ALPHABETIC ORDER)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one: _____	
Adams, Lisa	MS-Education Administration BA-Agriculture Communications	14	2	12		X
Armstrong, Nicholas	MS- Physics BS-Mathematics & Physics	7	1	6		X
Austin, Erin	Masters-Business Administration Associates and Bachelor's in: Marketing Management	9 years	1 yr 6 mo	none		X
Berdel, Charles	Masters- Divinity BA- Liberal Arts	8	2	0		X
Borschel, David	MA-Teaching BA-English	5	3	2	X	
Bray, Ernest	Masters/MBA in Business Management/HR Bachelor's Management	14 years	2 years	12 years		X
Brown, Kelly	MS- Communications BS- Psychology	10	4	2	X	
Cartwright, John	Master's: Business Administration	15	3 mo	9 yrs		X
Cooper, Robert	MS-Operations Research	15	2	0		X

	BS-Industrial Engineering					
Diagostino, Dan	MBA- Management and BS - Finance	14	3 years	3 years		X
Fehnel, Bradley	MS- Mathematics BS-Mathematical Sciences	6	2	4		X
Flannery, David	MA- Digital Media BA- English	12	4	9		X
Garrett, Vicki	Master of Science- Business and Bachelor's in Business Administration	30 years	1 year	None		X
Gastineau, Kim	MBA-Finance BS-English –Bible Grad certificate in Global Supply Chain Management	3 years	1 yr	none		X
Gentry, Jean	JD- Doctor of Jurisprudence BA- Journalism	3	2	1		X

Grant, Johnette	Associate degree: Business Management & Accounting/comp uter system , Masters in Business Administration, Bachelor's of Arts in Accounting, MBA in Accounting studies	15 years	2 years	4 years		X
Jordan, Kimberly	Master's in Information Technology Management and Bachelor's in Computer Engineering Associates Degree: Computer Aided Drafting and Business Administration	10 yrs	3.5 yrs	2.5 yrs	x	
Kitchen, Ann	MA- Philanthropic Studies MPA- Nonprofit Management BA: English & Political Science	11	2	1		X
Nelson, Bobby	Master's degree: Information Technology B.S. – Business Information System	2 yrs	1 yr	2 yrs		X
Olaleye, Francis	Master's – Management and Bachelor's Computer Systems	7 yrs	2 yrs	7 yrs		X

Omoke, Kennedy	Master's: Finance and Bachelor's Information System	10 yrs	3 yrs	6 yrs		X
Pleak, John	MAT- Masters of Arts and Teaching BFA- Bachelor of Fine Arts	7	1	6		X
Russell, Donald	Ph. D – Accounting, Master's: Accounting, BA: Psychology and Accounting	12 yrs	2 yrs	12 yrs		X
Sankepally, Gopal Rao	MBA: General Mgt Computer Technician and BS: Electrical Engineering	22 yrs	1 mo.	5 yrs		X
Senko, Pamela	Masters of Sacred Theology BS- Medical Technology	6	2	0		X
Simmonds, Allen	Master's: Economics and Bachelor's in History and Philosophy	18 yrs	2 yr	2 yrs		X
Stamps, Douglas	Masters of Science in Education- Guidance and Counseling BS- Psychology	8	1	0	X	
Stovall, Princess	Master's: Teaching and Learning with Technology and BS: Business Administration. w/ MIS	8 yrs	1 yr	1 yrs		X

Williams, Michele	MBA- Managm't/Human Resource and BS: Finance	11 yrs	1 mo	none		X
Winston, Brianne	MS- Human Development BA- Psychology/Comm unication Studies	6	3	1		X

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

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

Institution: Brown Mackie College – Indianapolis
Degree Program: Associate of Science – Accounting Technology
Locations: Indianapolis, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Indianapolis

Name of Program Biomedical Equipment Technology

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 19, 2012 ☒ New ☐ Renewal

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

The associate's degree program in Biomedical Equipment Technology is designed to prepare the student for a variety of entry-level positions in the field. Biomedical Equipment Technologists apply basic engineering principles and technical skills necessary to properly maintain diagnostic, treatment and life support equipment in the health and medical fields. Students undergo training in electronics and computer technology, with a special emphasis on medical applications, operations and procedures. This program includes instruction in instrument calibration, design and installation testing; and safety, maintenance, and installation procedures. The general education component of the program prepares students to think critically in preparation for taking on leadership positions in the field.

Graduates of the program will be able to: 1) Demonstrate familiarity with basic human anatomy, standard medical practices, routine medical procedures, and basic safety procedures. 2) Utilize wiring diagrams and schematic drawings to perform repair and maintenance on biomedical equipment and computers. 3) Demonstrate the ability to troubleshoot, perform preventative maintenance, calibrate and repair biomedical equipment and computers. 4) Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

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

NAME OF PROGRAM: Biomedical Equipment Technology

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 24 months TUITION: \$31,872

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ELE1101	Fundamentals of Electronics I	4
ELE1102	Fundamentals of Electronics II	4
ELE1301	Solid State Electronics I	4
ELE1302	Solid State Electronics II	4
ELE2201	Computer Repair: Systems and Software	4
ELE2202	Computer Repair: Hardware Applications	4
ELE2500	Introduction to Biomedical Equipment Technology	4
ELE2501	Biomedical Equipment and Instrumentation I	4
ELE2502	Biomedical Equipment and Instrumentation II	4
ELE2950	Biomedical Equipment Technology Externship	2
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I*	4
COM1102	Composition II*	4
COM1200	Effective Public Speaking*	4
HCA1100	Professionalism and Communication in Healthcare Setting	4
HCA2500	Medical Ethics	4
HSC1100	Medical Terminology	4
HUM2000	Introduction to Literature*	4
MTH1800	College Algebra *	4
PSS1100	Professional Development	4
PSS1200	Business Communications	4
PSS2000	Professional Transition	2
SCI1360	Anatomy and Physiology*	4
SCI1850	Environmental Science*	4
SSC1100	Principles of Psychology*	4
SCI1100	Physics	4

Number of Credit/Clock Hrs. in Specialty:	<u>38</u>	/	<u>credits</u>	Percentage:	<u>40%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>32</u>	/	<u>credits</u>	Percentage:	<u>33%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>26</u>	/	<u>credits</u>	Percentage:	<u>27%</u>

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

1. Location of library; hours of student access; part-time, full time librarian/staff:

Location of library

The library is located on the west end of the third floor of the campus building at 1200 N. Meridian Street, Indianapolis. Offices for several key academic personnel, including the Dean of Academic Affairs and three Department Chairs, are also on the third floor of this building. Access to the floor is by stairs or elevator on the west end close to the library.

Hours of student access

The library's hours of operation are 8:00am to 9:50pm Monday, Tuesday, Thursday; 8:00am to 6:00pm Wednesday; 9:00am to 4:00pm Friday; and 9:00am to 1:00pm Saturday. Electronic resources, such as professional journals, newspapers, and ebooks are also available to students 24 hours a day, 7 days a week anywhere a student has Internet access. These resources are accessible through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

Staffing

The library is staffed by two full time librarians and a part time tutor/library assistant. The managing librarian has a Master of Library Science degree and a Master of Arts degree in history from Indiana University – Purdue University Indianapolis. The managing librarian also has a Master of Arts degree in anthropology from Northern Illinois University and a Bachelor of Arts degree in biology-chemistry from Manchester College. The other librarian has a Master of Library Science degree from Indiana University – Purdue University Indianapolis, a Master of Arts degree in English from Andrews University, and a Bachelor of Arts degree in English and religion from Atlantic Union College. The tutor/library assistant has a Bachelor of General Studies degree with a Mathematics Concentration and a Psychology Minor from Indiana University – Purdue University Indianapolis.

2. Number of volumes of professional material:

The library's collection currently contains approximately 3,500 print volumes related to general education and the professional fields studied by students at the college. Students have access to additional electronic books through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

3. Number of professional periodicals subscribed to:

The library subscribes to 22 print periodicals. Students have access to thousands of additional periodicals through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

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

The main library of the Indianapolis – Marion County Public Library, a major metropolitan library system holding 2.1 million volumes, lies between the learning site at Circle Center Mall and the campus building at 1200 N. Meridian Street. Students and faculty of Brown Mackie College – Indianapolis are able to obtain a library card to this library system regardless of residence. This card allows students to check out books and access online databases.

Less than two miles from the learning site and campus building is a major research university, Indiana University-Purdue University Indianapolis. As residents of Indiana, Brown Mackie College - Indianapolis students and faculty are eligible for a university library card, which provides borrowing privileges and access to computers and online databases.

Biomedical Equipment Technology - Associate

IV. Faculty-attached completed Instructor's Qualification Record for each instructor.

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

Total # of faculty in the program: 18 Full-time: 5 Part-time: 13

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (ALPHABETIC ORDER)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-Time	Part-Time
Adams, Lisa	MS- Education Administration BA- Agriculture Communications	14	2	12		X
Armstrong, Nicholas	MS- Physics BS- Mathematics & Physics	7	1	6		X
Berdel, Charles	Masters- Divinity BA- Liberal Arts	8	2	0		X
Berglund, Robert	BA Biology	26	3	0	X	
Borschel, David	MA- Teaching BA-English	5	3	2	X	
Brown, Kelly	MS- Communications BS- Psychology	10	4	2	X	

Chaudry, Rahman	MD	1	1	2		X
Cooper, Robert	MS- Operations Research BS- Industrial Engineering	15	2	0		X
Fehnel, Bradley	MS- Mathematics BS- Mathematical Sciences	6	2	4		X
Flannery, David	MA- Digital Media BA- English	12	4	9		X
Gentry, Jean	JD- Doctor of Jurisprudence BA- Journalism	3	2	1		X
Hilton, Facia	MSN	11	4	0		X
Kitchen, Ann	MA- Philanthropic Studies MPA- Nonprofit Management BA: English & Political Science	11	2	1		X
Moreland, Pembroke	MS - Pharmacology	6	3	1	X	
Pleak, John	MAT- Masters of Arts and Teaching BFA- Bachelor of Fine Arts	7	1	6		X

Senko, Pamela	Masters of Sacred Theology BS- Medical Technology	6	2	0		X
Stamps, Douglas	Masters of Science in Education- Guidance and Counseling BS- Psychology	8	1	0	X	
Winston, Brianne	MS- Human Development BA- Psychology/ Communication Studies	6	3	1		X

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

Institution: Brown Mackie College – Indianapolis
Degree Program: Associate of Science – Biomedical Equipment Technology
Locations: Indianapolis, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College-Fort Wayne

Name of Program Construction Technology-HVAC

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 12, 2012 ☒ New ☐ Renewal

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

This associate degree program in Construction Technology: HVAC exposes the students to the foundational skills in construction by presenting common construction methods and tools, including the proper safety procedures. The concentration courses provide learners with the skills necessary for entry-level positions in the heating, ventilation, and air conditioning (HVAC) industry. In addition to an overview of the construction industry, this program addresses a wide range of skills in a variety of heating and cooling systems, while emphasizing quality control, energy efficiency, and effective problem-solving skills in troubleshooting and repair. The degree also includes general education courses, which expand the graduate's skills in communication, working in diverse groups, and thinking critically.

Graduates of the program will be able to:

- Identify and employ the terminology, equipment, and materials commonly encountered in construction technology in general and heating, ventilation, and air conditioning in particular;
- Test the knowledge, skills, and abilities developed in the program through applications involving various residential and commercial construction scenarios, while demonstrating sound quality and safety principles;
- Assess and critique construction plans and projects to propose effective solutions to construction design problems;
- Demonstrate a variety of energy conservation methods; and
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

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

NAME OF PROGRAM: Construction Technology-HVAC

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 22 months TUITION: \$30,144

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CON1101	Introduction to Construcion Trades	5.0
CON1102	Scaffolding	4.0
CON1106	Field Safety	4.0
CON1107	Rigging	4.0
CON2500	Weatherization	4.0
HVA1500	Level I HVAC	6.0
HVA1601	Level II HVAC A	5.0
HVA1602	Level II HVAC B	5.0
HVA1701	Level III HVAC A	4.0
HVA1702	Level III HVAC B	5.0
HVA1801	Level IV HVAC A	5.0
HVA1802	Level IV HVAC B	5.0
HVA2900	Externship in HVAC	2.0
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4.0
COM1102	Composition II *	4.0
COM1200	Effective Public Speaking *	4.0
HUM2000	Introduction to Literature *	4.0
MTH1800	College Algebra *	4.0
SCI1850	Environmental Science *	4.0
SSC1100	Principles of Psychology *	4.0
PSS1100	Professional Development	4.0
PSS1200	Business Communications	4.0
PSS2000	Professional Transition	2.0

Number of Credit/Clock Hrs. in Specialty:	<u>58</u>	/	<u> </u>	Percentage:	<u>60%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>2</u>	/	<u> </u>	Percentage:	<u>2%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>36</u>	/	<u> </u>	Percentage:	<u>38%</u>

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

1. Location of library; hours of student access; part-time, full time librarian/staff

The library is located on the first floor of the building. The hours of student access are:

Monday - Thursday: 8:00 a.m. - 10:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 9:00 a.m. - 1:00 p.m.

The library is staffed by a full-time Head Librarian, who holds a Master's of Library Science degree, a full-time Technical Librarian and a part-time work study student.

2. Number of volumes of professional material:

The College's library has a total of 4,017 titles.

3. Number of professional periodicals subscribed to:

The College currently subscribes to 26 periodicals.

Additional resources and databases are available for student use:

a. ProQuest and related databases:

ABI Complete, ABI/INFORM Dateline , ABI/INFORM Global, ABI/INFORM Trade & Industry , Accounting & Tax, Arts & Humanities Full Text, Asian Business & Reference, Banking Information Source, Britannica Online, Biology Journals, Canadian Business & Current Affairs Complete, Canadian Newsstand Complete, Career & Technical Education, Chronicle of Higher Education, Cochrane, Computing, CQ Researcher, Criminal Justice Abstracts, Criminal Justice Periodicals Index, CultureGrams, Education Journals, eLibrary, Entrepreneurship , ERIC Plus Full-Text, European Business, Family Health, Health & Medical Complete/ With Medline, Hoover's Company Records, Literature Online, Mergent , Military Collection, Newsstand Complete, Nursing & Allied Health, Oxford Art (Grove Art), Pharmaceutical News Index, Psychology Journals, Religion, Research Library, Science Journals, SIRS Issues

Researcher, SIRS Renaissance,

*Snapshot Series, Social Science Journals, Telecommunications, Westlaw
Campus Research.*

b. **INSPIRE:** funded by the State of Indiana.

The following are appropriate to BMC programs and level of education:

- **GenEd courses:** *Academic Search Elite; Bartleby.com; Biography Resource Center (Gale); ERIC; Funk & Wagnalls New Encyclopedia; Google Scholar; Image Collection; Indiana Shared Library Catalog; LitFinder; Newspaper Source; PALNI Online Catalog; Project Gutenberg; WorldCat*
- **Business:** *Business Source Premier; Career Collection; Company Profiles; Corporate ResourceNet; Professional Development Collection; Regional Business News*
- **Allied health / Nursing / Occupational therapy:** *Clinical Pharmacology (Medications); Health Business FullTEXT; Health Source: Consumer; Health Source: Nursing/Academic; MEDLINE; MEDLINE Plus*
- **Law:** *Access Indiana; Census.gov; Military and Government Collection*

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

1. Allen County Public Library: The Allen County Public Library is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

2. Helmke Library: The Helmke Library is a part of the Indiana University - Purdue University Regional Campus located in Fort Wayne, Indiana. The Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne campus. Any Indiana resident may check out two books per subject with a valid ID card.

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

Total # of Faculty in the Program: 8 **Full-time:** 3 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

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

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

Institution: Brown Mackie College – Ft. Wayne
Degree Program: Associate of Science – Construction Technology – HVAC
Locations: Ft. Wayne, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Brown Mackie College - Fort Wayne

Name of Program Medical Laboratory Technology

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared January 9, 2013 ☒ New ☐ Renewal

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

The associate's degree program in Medical Laboratory Technology is designed to prepare students to perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease using specialized laboratory equipment and instruments. Medical laboratory technicians may work under the supervision of medical technologists or laboratory managers. Medical laboratory technicians may be employed in hospital laboratories, reference laboratories, clinics, research laboratories, blood centers, physicians' offices, medical industry companies, biotechnology companies, and regulatory agencies. This program provides a foundation of knowledge in several areas, including urinalysis, clinical chemistry, hematology, homeostasis, immunology, serology, immunohematology, blood banking, and clinical microbiology. The program features a combination of didactic instruction, lab, and clinical experience.

Graduates of the program will be able to:

- Perform specimen collection, processing, and analysis using manual and automated testing procedures.
- Calculate test results using laboratory mathematics.
- Evaluate laboratory data to recognize and report abnormal test results or the need for additional testing.
- Validate test results through correlation of laboratory data with physiological processes.

quality control data, and results obtained through alternate methodologies.

- Document test data results and issue reports that use charts, graphs, or narratives.
- Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Document and evaluate quality control procedures.
- Ensure compliance with applicable CLIA, HIPAA, and OSHA laws and regulations, in addition to biohazard safety procedures.
- Demonstrate laboratory technical skills to other laboratory personnel.

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

NAME OF PROGRAM: Medical Laboratory Technology

TOTAL COURSE HOURS: 96

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 2 years TUITION: \$30,144

SPECIALTY COURSES:

[illegible]

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4
COM1102	Composition II *	4
COM1200	Effective Public Speaking *	4
HUM2000	Introduction to Literature *	4
MTH1800	College Algebra *	4
SSC1100	Principles of Psychology *	4
SCI1351	Anatomy and Physiology I*	4
HSC1100	Medical Terminology	4
PSS1100	Professional Development	4
SCI1352	Anatomy and Physiology II	4
SCI2100	Elements of Microbiology	4
SCI2210	Principles of Chemistry	4

Number of Credit/Clock Hrs. in Specialty:	<u>48</u>	/	<u> </u>	Percentage:	<u>50%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>8</u>	/	<u> </u>	Percentage:	<u>8%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>40</u>	/	<u> </u>	Percentage:	<u>42%</u>

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

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

The library is located on the first floor of the building.

The hours of student access are:

Monday - Thursday: 8:00 a.m. - 10:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 9:00 a.m. - 1:00 p.m.

The library is staffed by a full-time Head Librarian, who holds a Master's of Library Science degree, a full-time Technical Librarian and a part-time work study student.

2. Number of volumes of professional material:

The College's library has a total of 4,017 titles.

3. Number of professional periodicals subscribed to:

The College currently subscribes to 26 periodicals.

Additional resources and databases are available for student use:

a. ProQuest and related databases:

ABI Complete, ABI/INFORM Dateline , ABI/INFORM Global, ABI/INFORM Trade & Industry , Accounting & Tax, Arts & Humanities Full Text, Asian Business & Reference, Banking Information Source, Britannica Online, Biology Journals, Canadian Business & Current Affairs Complete, Canadian Newsstand Complete, Career & Technical Education, Chronicle of Higher Education, Cochrane, Computing, CQ Researcher, Criminal Justice Abstracts, Criminal Justice Periodicals Index, CultureGrams, Education Journals, eLibrary, Entrepreneurship , ERIC Plus Full-Text, European Business, Family Health, Health & Medical Complete/ With Medline, Hoover's Company Records, Literature Online, Mergent , Military Collection, Newsstand Complete, Nursing & Allied Health, Oxford Art (Grove Art), Pharmaceutical News Index, Psychology Journals, Religion, Research Library, Science Journals, SIRS Issues Researcher, SIRS Renaissance, Snapshot Series, Social Science Journals, Telecommunications, Westlaw Campus Research.

- b. **INSPIRE:** funded by the State of Indiana.
The following are appropriate to BMC programs and level of education:
- o **GenEd courses:** *Academic Search Elite; Bartleby.com; Biography Resource Center (Gale); ERIC; Funk & Wagnalls New Encyclopedia; Google Scholar; Image Collection; Indiana Shared Library Catalog; LitFinder; Newspaper Source; PALNI Online Catalog; Project Gutenberg; WorldCat*
 - o **Business:** *Business Source Premier; Career Collection; Company Profiles; Corporate ResourceNet; Professional Development Collection; Regional Business News*
 - o **Allied health / Nursing / Occupational therapy:** *Clinical Pharmacology (Medications); Health Business FullTEXT; Health Source: Consumer; Health Source: Nursing/Academic; MEDLINE; MEDLINE Plus*
 - o **Law:** *Access Indiana; Census.gov; Military and Government Collection*

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

1. Allen County Public Library: The Allen County Public Library is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

2. Helmke Library: The Helmke Library is a part of the Indiana University - Purdue University Regional Campus located in Fort Wayne, Indiana. The Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne campus. Any Indiana resident may check out two books per subject with a valid ID card.

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

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

Total # of Faculty in the Program: 9 **Full-time:** 3 **Part-time:** 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Duffy, William	MS	35	3	32	X	
Hitchcock, Jean	PhD	12	7	8		X
Knepper, Jacquelyn	MS	1	1	0		X
Long, Harla	MS	2	2	0		X
Low, Ken	MA	28	1	28		X
Reynolds, Brittany	MA	3	3	0	X	
Stevens, Virginia	MS	29	3	26		X
Young, Kent	DMin	16	3	13		X
Young, Robert	MS	31	9	22	X	

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

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

Institution: Brown Mackie College – Ft. Wayne
Degree Program: Associate of Science – Medical Laboratory Technology
Locations: Ft. Wayne, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College – South Bend

Name of Program Medical Laboratory Technology

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared January 9, 2013 ☒ New ☐ Renewal

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

The associate's degree program in Medical Laboratory Technology is designed to prepare students to perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease using specialized laboratory equipment and instruments. Medical laboratory technicians may work under the supervision of medical technologists or laboratory managers. Medical laboratory technicians may be employed in hospital laboratories, reference laboratories, clinics, research laboratories, blood centers, physicians' offices, medical industry companies, biotechnology companies, and regulatory agencies. This program provides a foundation of knowledge in several areas, including urinalysis, clinical chemistry, hematology, homeostasis, immunology, serology, immunohematology, blood banking, and clinical microbiology. The program features a combination of didactic instruction, lab, and clinical experience.

Graduates of the program will be able to:

- Perform specimen collection, processing, and analysis using manual and automated testing procedures.
- Calculate test results using laboratory mathematics.
- Evaluate laboratory data to recognize and report abnormal test results or the need for additional testing.
- Validate test results through correlation of laboratory data with physiological processes.

quality control data, and results obtained through alternate methodologies.

- Document test data results and issue reports that use charts, graphs, or narratives.
- Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Document and evaluate quality control procedures.
- Ensure compliance with applicable CLIA, HIPAA, and OSHA laws and regulations, in addition to biohazard safety procedures.
- Demonstrate laboratory technical skills to other laboratory personnel.

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

NAME OF PROGRAM: Medical Laboratory Technology

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 2 years TUITION: \$30,144

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CLS1840	Introduction to Medical Laboratory Science	4
CLS1842	Urinalysis and Body Fluids	4
CLS2841	Clinical Chemistry I	4
CLS2842	Clinical Chemistry II	4
CLS2844	Hematology and Homeostasis	4
CLS2846	Immunology and Serology	4
CLS2848	Immunohematology and Blood Banking	4
CLS2851	Clinical Microbiology I	4
CLS2852	Clinical Microbiology II	4
CLS2860	Medical Lab Practicum I	4
CLS2861	Medical Lab Practicum II	4
CLS2862	Medical Lab Practicum III	4
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4
COM1102	Composition II *	4
COM1200	Effective Public Speaking *	4
HUM2000	Introduction to Literature *	4
MTH1800	College Algebra *	4
SSC1100	Principles of Psychology *	4
SCI1351	Anatomy and Physiology I*	4
HSC1100	Medical Terminology	4
PSS1100	Professional Development	4
SCI1352	Anatomy and Physiology II	4
SCI2100	Elements of Microbiology	4
SCI2210	Principles of Chemistry	4

Number of Credit/Clock Hrs. in Specialty:	<u>48</u>	/	<u> </u>	Percentage:	<u>50%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>8</u>	/	<u> </u>	Percentage:	<u>8%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>40</u>	/	<u> </u>	Percentage:	<u>42%</u>

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

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

- The Library is on the third floor of the main campus of BMC-SB, located at 3454 Douglas Avenue, South Bend, IN, 46635.
- Students can access the library any time the building is open for business or classes. Our hours of business are Mon., Tues., and Thur. from 7:30am to 9:50pm, Weds., 7:30am to 8:00pm, and Fri., 7:30am to 5:00pm,. This gives students around 66 total hours of library access a week.

We have one full-time Librarian with an MLIS-from an ALA accredited-institution who functions as the library director. We have one full-time staff member, with a bachelor's minor in library science, who serves as assistant librarian.

2. Number of volumes of professional material:

- Not including general education titles, we have over 1300 volumes specifically related to business subjects. Conventional library collection development standards suggest that a good bachelor's level subject collection should include approximately 1000 volumes in that discipline.
- Of those business volumes mentioned before, approximately 150 of these titles are directly related to human resources topics.

3. Number of professional periodicals subscribed to:

- As of FY2011, all BMC librarians were instructed by the Vice President for Academics at BMC Central Services to discontinue subscribing to any print journals that were also available electronically through EDMC consortial databases. Consequently, the BMC-SB library does not subscribe to any print business journals, because all of the journals we originally had in print form are available in electronic format.
- That said, our databases do give us access to many business journals in an electronic format. According to our subscription information, there are over 5100 business journals available for our students electronically.
- Of those e-journals mentioned above, approximately 270 are related to human resources topics, including: organizational communication, organizational psychology, organizational change and development, and personnel management and training.

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

We are lucky that the Michiana area has a host of public, academic, and specialty libraries that are fairly close to our campus and invite our students' patronage. These libraries include:

Indiana University, South Bend

Franklin D. Schurz Library

South Bend, Indiana 46634

This campus is approximately 2 miles away; all Indiana residents with a Driver's License or State ID can check out some materials from this library.

University of Notre Dame

Hesburgh Library

Notre Dame, IN 46556

This campus is approximately 2 miles away; our students are very welcome to use resources in-house, however, they are not allowed to check out materials. The Law library at Notre Dame has particularly been kind and helpful to some of our business and Criminal Justice students.

Saint Mary's College

Cushwa-Leighton Library

Notre Dame, IN 46556

This campus is approximately 2 miles away; or students are welcome to use resources in-house, however, they are not allowed to check-out materials.

Holy Cross College

McKenna Library

Notre Dame, IN 46556 United States

This campus is approximately 2 miles away; our students are welcome to use resources in-house, however, they are not allowed to check out materials.

Bethel College Library

Bowen Library

Mishawaka, IN 46545

This campus is approximately 3 miles away; our students are welcome to use resources in-house, however, they are not allowed to check out materials.

South Bend Medical Foundation Library

530 N Lafayette Blvd

South Bend, Indiana 46601

This library is approximately 3 miles away, and offers primarily information on health and medical topics.

Saint Joseph County Public Library

South Bend, IN 46601

Located approximately 4 miles away, this library system always ranks within the top 100 of the American Library Association's Annual Best Public Libraries Roster. St. Joseph County residents can check out materials for free.

Ivy Tech Community College South Bend

South Bend, Indiana 46601

Located approximately 4 miles away, our students are welcome to use resources in-house, however, they are not allowed to check out materials.

Niles Distric LIBRARY

620 E Main St

Niles, Michigan 49120-2690

Elkhart Public Library

Elkhart, IN 46516

Located approximately 12 miles away from BMC-SB, this library allows residents of Elkhart County to check materials out for free.

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

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

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

Total # of Faculty in the Program: 14 **Full-time:** 7 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Chaaban, Ibrahim	MS	3	8	1	X	
Coplen, Sandra	AS	7	2	0		X
Cross, Melynda	AS	3	1	0		X
Estridge, Arthea	MS	20	13	1	X	
Goins-Thompson, Diana	AA	30	6	0	X	
Heflin, Lockrett	AAS	14	4	0	X	
Lentine, Michelle	AAS	12	1	0		X
Meagher, Michaela	MS	19	10	1	X	
Sayre, Linda	MS	9	28	5		X
Scharf, Stephanie	MSW	10	8	2		X
Smith, Sheila	EdD	8	10	11		X
Tolliver, Lisa	MS	17	6	9	X	
Willkom, Mark	MS	39	3	2	X	
Zimmer, Michelle	AAS	13	2	0		X

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

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

Institution: Brown Mackie College – South Bend
Degree Program: Associate of Science – Medical Laboratory Technology
Locations: South Bend, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Fort Wayne

Name of Program Network Systems Administration

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared January 14, 2013 ☒ New ☐ Renewal

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

The associate's degree in Network Systems Administration is designed to prepare graduates to seek entry-level employment as network and computer system administrators or computer network support specialists within both public and private organizations. Network and computer systems administrators and support specialists are responsible for planning, installing, configuring, upgrading, and supporting an organization's computer systems, including local area networks (LANs), wide area networks (WANs), wireless components, network segments, intranets, and other data communication systems. Upon successful completion of this program students may pursue industry certifications from Cisco, CompTIA, and Microsoft.

Graduates of the program will be able to:

- Demonstrate knowledge of network systems administration, including planning, installing, configuring, supporting and upgrading LANs and WANs.
- Plan, coordinate, and implement network security measures to protect data, software, and hardware.
- Collect data and evaluate the network and/or system's performance to ensure that all systems are operating correctly.
- Diagnose, troubleshoot, and repair problems in computer software, hardware, and network systems, and confer with network users to arrive at the best solutions to solving existing system problems.
- Demonstrate the ability to communicate effectively with others throughout an organization regardless of rank or relationship while practicing excellent customer service skills in a professional and ethical manner.

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

NAME OF PROGRAM: Network Systems Administration

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

LENGTH OF PROGRAM: 2 years TUITION: \$30,144

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CIT1100	Fundamentals of Information Technology	4
CIT1300	Networking Fundamentals	4
CIT1600	Network Routing Fundamentals	4
CIT1700	Network Switching Fundamentals	4
CIT1800	Network Security and Firewalls	4
CIT2200	Active Directory Services	4
CIT2300	Windows Server Installation, Configuration and Administration	4
CIT2400	Computer Network Infrastructure	4
CIT2500	WAN Fundamentals	4
CIT2600	Introduction to Linux	4
CIT2750	Wireless and Mobile Networks	4
CIT2900	Information Technology Externship	2
ELE2300	Computer Hardware and Software Concepts	4
ELE2301	Computer Hardware and Software Troubleshooting	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4
COM1102	Composition II *	4
COM1200	Effective Public Speaking *	4
COM2000	Professional and Technical Writing	4
HUM2000	Introduction to Literature *	4
MTH1800	College Algebra *	4
PSS1100	Professional Development	4
PSS1200	Business Communications *	4
PSS2000	Professional Transition	2
SCI1850	Environmental Science *	4
SSC1100	Principles of Psychology *	4
_____	_____	_____
_____	_____	_____

Number of Credit/Clock Hrs. in Specialty:	<u>54</u>	/	<u> </u>	Percentage:	<u>56%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>6</u>	/	<u> </u>	Percentage:	<u>6%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>36</u>	/	<u> </u>	Percentage:	<u>38%</u>

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

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

The library is located on the first floor of the building.

The hours of student access are:

Monday - Thursday: 8:00 a.m. - 10:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 9:00 a.m. - 1:00 p.m.

The library is staffed by a full-time Head Librarian, who holds a Master's of Library Science degree, a full-time Technical Librarian and a part-time work study student.

2. Number of volumes of professional material:

The College's library has a total of 4,017 titles.

3. Number of professional periodicals subscribed to:

The College currently subscribes to 26 periodicals.

Additional resources and databases are available for student use:

a. ProQuest and related databases:

ABI Complete, ABI/INFORM Dateline , ABI/INFORM Global, ABI/INFORM Trade & Industry , Accounting & Tax, Arts & Humanities Full Text, Asian Business & Reference, Banking Information Source, Britannica Online, Biology Journals, Canadian Business & Current Affairs Complete, Canadian Newsstand Complete, Career & Technical Education, Chronicle of Higher Education, Cochrane, Computing, CQ Researcher, Criminal Justice Abstracts, Criminal Justice Periodicals Index, CultureGrams, Education Journals, eLibrary, Entrepreneurship , ERIC Plus Full-Text, European Business, Family Health, Health & Medical Complete/ With Medline, Hoover's Company Records, Literature Online, Mergent , Military Collection, Newsstand Complete, Nursing & Allied Health, Oxford Art (Grove Art), Pharmaceutical News Index, Psychology Journals, Religion, Research Library, Science Journals, SIRS Issues Researcher, SIRS Renaissance, Snapshot Series, Social Science Journals, Telecommunications, Westlaw Campus Research.

b. **INSPIRE:** funded by the State of Indiana.
The following are appropriate to BMC programs and level of education:

- o **GenEd courses:** *Academic Search Elite; Bartleby.com; Biography Resource Center (Gale); ERIC; Funk & Wagnalls New Encyclopedia; Google Scholar; Image Collection; Indiana Shared Library Catalog; LitFinder; Newspaper Source; PALNI Online Catalog; Project Gutenberg; WorldCat*
- o **Business:** *Business Source Premier; Career Collection; Company Profiles; Corporate ResourceNet; Professional Development Collection; Regional Business News*
- o **Allied health / Nursing / Occupational therapy:** *Clinical Pharmacology (Medications); Health Business FullTEXT; Health Source: Consumer; Health Source: Nursing/Academic; MEDLINE; MEDLINE Plus*
- o **Law:** *Access Indiana; Census.gov; Military and Government Collection*

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

1. Allen County Public Library: The Allen County Public Library is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

2. Helmke Library: The Helmke Library is a part of the Indiana University - Purdue University Regional Campus located in Fort Wayne, Indiana. The Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne campus. Any Indiana resident may check out two books per subject with a valid ID card.

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

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

Total # of Faculty in the Program: 10 Full-time: 3 Part-time: 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Berkey, Scott	MBA	17	2	0		X
Duffy, William	MS	35	3	32	X	
Hitchcock, Jean	PhD	12	7	8		X
Knepper, Jacquelyn	MS	1	1	0		X
Long, Harla	MS	2	2	0		X
Low, Ken	MA	28	1	28		X
Reynolds, Brittany	MA	3	3	0	X	
Stevens, Virginia	MS	29	3	26		X
Young, Kent	DMin	16	3	13		X
Young, Robert	MS	31	9	22	X	

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

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

Institution: Brown Mackie College – Ft. Wayne
Degree Program: Associate of Science – Network Systems Administration
Locations: Ft. Wayne, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Brown Mackie College - Indianapolis

Name of Program Accounting

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared January 18, 2012 ☒ New ☐ Renewal

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

The bachelor's degree program in Accounting is designed to prepare students to effectively function in an accounting position and be effective in the management and control of an organization. The blending of general educational and technical skills prepares a student to adapt to and become a valuable asset to an organization in the required activities of today's frequent and rapidly changing society.

Graduates of the program will be able to:

- 1) Employ the vocabulary, rules and procedures associated with the business culture.
- 2) Utilize appropriate technologies to address business needs.
- 3) Apply business principles and theories to workplace problems.
- 4) Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

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

NAME OF PROGRAM: Business Management-Organizational Leadership

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$56,520

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ACC1011</u>	<u>Principles of Accounting I</u>	<u>4</u>
<u>ACC1012</u>	<u>Principles of Accounting II</u>	<u>4</u>
<u>ACC1013</u>	<u>Principles of Accounting III</u>	<u>4</u>
<u>ACC2010</u>	<u>Payroll Management</u>	<u>4</u>
<u>ACC2020</u>	<u>Computerized Accounting Systems</u>	<u>4</u>
<u>ACC2040</u>	<u>Tax Accounting</u>	<u>4</u>
<u>ACC3012</u>	<u>Intermediate Accounting</u>	<u>4</u>
<u>ACC3013</u>	<u>Managerial Accounting</u>	<u>4</u>
<u>ACC3800</u>	<u>Cost Accounting</u>	<u>4</u>
<u>ACC3900</u>	<u>Fund Accounting</u>	<u>4</u>
<u>ACC4040</u>	<u>Federal Tax</u>	<u>4</u>
<u>ACC4101</u>	<u>Principles of Auditing</u>	<u>4</u>
<u>ACC4102</u>	<u>Advanced Auditing</u>	<u>4</u>
<u>BUS1100</u>	<u>Introduction to Business</u>	<u>4</u>
<u>BUS1120</u>	<u>Business Law I</u>	<u>4</u>
<u>BUS1130</u>	<u>Advanced Spreadsheets</u>	<u>4</u>
<u>BUS1400</u>	<u>Human Resources</u>	<u>4</u>
<u>BUS2120</u>	<u>Business Law II</u>	<u>4</u>
<u>BUS2250</u>	<u>Principles of Finance</u>	<u>4</u>
<u>BUS3240</u>	<u>Corporate Finance</u>	<u>4</u>

SPECIALTY COURSES

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS3381	Introduction to Leadership	4
BUS3382	Applied Leadership	4
BUS3500	Organizational Behavior	4
BUS4500	Case Study Project	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I*	4
COM1102	Composition II*	4
COM1200	Effective Public Speaking*	4
HUM2000	Introduction to Literature*	4
HUM3000	World Literature*	4
HUM3010	History of Art Through the Middle Ages*	4
HUM3020	History of Art Through the Modern Times*	4
HUM3100	Introduction to Philosophy*	4
MTH1800	College Algebra*	4
MTH3800	Statistics*	4
SCI1800	Introduction to Biology*	4
SCI1850	Environmental Science*	4
SSC1100	Principles of Psychology*	4
SSC1450	Constitution and Society*	4
SSC2220	Principles of Microeconomics*	4
SSC2230	Principles of Macroeconomics*	4
SSC3100	Principles of Sociology*	4
PSS1100	Professional Development	4
PSS1200	Business Communications	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>PSS1800</u>	<u>Applied Ethics</u>	<u>4</u>
<u>PSS4500</u>	<u>Senior Project</u>	<u>4</u>

Number of Credit/Clock Hrs. in Specialty:	<u>96</u>	/	<u> </u>	Percentage:	<u>53%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>16</u>	/	<u> </u>	Percentage:	<u>9%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>68</u>	/	<u> </u>	Percentage:	<u>38%</u>

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

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

Location of library

The library is located on the west end of the third floor of the campus building at 1200 N. Meridian Street, Indianapolis. Offices for several key academic personnel, including the Dean of Academic Affairs and three Department Chairs, are also on the third floor of this building. Access to the floor is by stairs or elevator on the west end close to the library.

Hours of student access

The library's hours of operation are 8:00am to 9:50pm Monday, Tuesday, Thursday; 8:00am to 6:00pm Wednesday; 9:00am to 4:00pm Friday; and 9:00am to 1:00pm Saturday. Electronic resources, such as professional journals, newspapers, and ebooks are also available to students 24 hours a day, 7 days a week anywhere a student has Internet access. These resources are accessible through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, and financial aid.

Staffing

The library is staffed by two full time librarians and a part time tutor/library assistant. The managing librarian has a Master of Library Science degree and a Master of Arts degree in history from Indiana University – Purdue University Indianapolis. The managing librarian also has a Master of Arts degree in anthropology from Northern Illinois University and a Bachelor of Arts degree in biology-chemistry from Manchester College. The other librarian has a Master of Library Science degree from Indiana University – Purdue University Indianapolis, a Master of Arts degree in English from Andrews University, and a Bachelor of Arts degree in English and religion from Atlantic Union College. The tutor/library assistant has a Bachelor of General Studies degree with a Mathematics Concentration and a Psychology Minor from Indiana University – Purdue University Indianapolis.

2. Number of volumes of professional material:

The library's collection currently contains approximately 3,500 print volumes related to general education and the professional fields studied by students at the college. Students have access to additional electronic books through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, and financial aid.

3. Number of professional periodicals subscribed to:

The library subscribes to 22 print periodicals. Students have access to thousands of additional periodicals through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, and financial aid.

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

The main library of the Indianapolis – Marion County Public Library, a major metropolitan library system holding 2.1 million volumes, lies between the learning site at Circle Center Mall and the campus building at 1200 N. Meridian Street. Students and faculty of Brown Mackie College – Indianapolis are able to obtain a library card to this library system regardless of residence. This card allows students to check out books and access online databases.

Less than two miles from the learning site and campus building is a major research university, Indiana University-Purdue University Indianapolis. As residents of Indiana, Brown Mackie College - Indianapolis students and faculty are eligible for a university library card, which provides borrowing privileges and access to computers and online databases.

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

Doc.: degreappform.doc

IV. Faculty-attached completed Instructor's Qualification Record for each instructor.

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

Total # of faculty in the program: 30 Full-time: 4 Part-time: 26

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (ALPHABETIC ORDER)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one: _____	
Adams, Lisa	MS-Education Administration BA-Agriculture Communications	14	2	12		X
Armstrong, Nicholas	MS- Physics BS-Mathematics & Physics	7	1	6		X
Austin, Erin	Masters-Business Administration Associates and Bachelor's in: Marketing Management	9 years	1 yr 6 mo	none		X
Berdel, Charles	Masters- Divinity BA- Liberal Arts	8	2	0		X
Borschel, David	MA-Teaching BA-English	5	3	2	X	
Bray, Ernest	Masters/MBA in Business Management/HR Bachelor's Management	14 years	2 years	12 years		X
Brown, Kelly	MS- Communications BS- Psychology	10	4	2	X	
Cartwright, John	Master's: Business Administration	15	3 mo	9 yrs		X
Cooper, Robert	MS-Operations Research	15	2	0		X

	BS-Industrial Engineering					
Diagostino, Dan	MBA- Management and BS - Finance	14	3 years	3 years		X
Fehnel, Bradley	MS- Mathematics BS-Mathematical Sciences	6	2	4		X
Flannery, David	MA- Digital Media BA- English	12	4	9		X
Garrett, Vicki	Master of Science- Business and Bachelor's in Business Administration	30 years	1 year	None		X
Gastineau, Kim	MBA-Finance BS-English –Bible Grad certificate in Global Supply Chain Management	3 years	1 yr	none		X
Gentry, Jean	JD- Doctor of Jurisprudence BA- Journalism	3	2	1		X

Grant, Johnette	Associate degree: Business Management & Accounting/computer system , Masters in Business Administration, Bachelor's of Arts in Accounting, MBA in Accounting studies	15 years	2 years	4 years		X
Jordan, Kimberly	Master's in Information Technology Management and Bachelor's in Computer Engineering Associates Degree: Computer Aided Drafting and Business Administration	10 yrs	3.5 yrs	2.5 yrs	x	
Kitchen, Ann	MA- Philanthropic Studies MPA- Nonprofit Management BA: English & Political Science	11	2	1		X
Nelson, Bobby	Master's degree: Information Technology B.S. – Business Information System	2 yrs	1 yr	2 yrs		X
Olaleye, Francis	Master's – Management and Bachelor's Computer Systems	7 yrs	2 yrs	7 yrs		X

Omoke, Kennedy	Master's: Finance and Bachelor's Information System	10 yrs	3 yrs	6 yrs		X
Pleak, John	MAT- Masters of Arts and Teaching BFA- Bachelor of Fine Arts	7	1	6		X
Russell, Donald	Ph. D – Accounting, Master's: Accounting, BA: Psychology and Accounting	12 yrs	2 yrs	12 yrs		X
Sankepally, Gopal Rao	MBA: General Mgt Computer Technician and BS: Electrical Engineering	22 yrs	1 mo.	5 yrs		X
Senko, Pamela	Masters of Sacred Theology BS- Medical Technology	6	2	0		X
Simmonds, Allen	Master's: Economics and Bachelor's in History and Philosophy	18 yrs	2 yr	2 yrs		X
Stamps, Douglas	Masters of Science in Education- Guidance and Counseling BS- Psychology	8	1	0	X	
Stovall, Princess	Master's: Teaching and Learning with Technology and BS: Business Administration. w/ MIS	8 yrs	1 yr	1 yrs		X

Williams, Michele	MBA- Managm't/Human Resource and BS: Finance	11 yrs	1 mo	none		X
Winston, Brianne	MS- Human Development BA- Psychology/Comm unication Studies	6	3	1		X

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

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

Institution: Brown Mackie College – Indianapolis
Degree Program: Bachelor of Science – Accounting
Locations: Indianapolis, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Indianapolis

Name of Program Business Management - Human Resources

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 19, 2102 ☒ New ☐ Renewal

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

The bachelor's degree in Business Management - Human Resources is designed to prepare individuals to effectively develop and manage the personnel capital of an organization via its human resources programs and operations. Human resource managers must be competent in personnel and organizational policy; human resources law and regulations, including those related to labor relations, gender roles and civil rights. They must also be competent in managing and conducting employee testing, assessment, recruitment, selection, and managing employee and job training programs. Throughout the coursework in this program, students will be encouraged to develop the communication and interpersonal skills necessary to succeed and advance in this discipline.

Graduates of the program will be able to: 1) Demonstrate knowledge of the various facets of the business enterprise, including business law, leadership, finance, management, business law, and marketing and advertising. 2) Apply knowledge related to performance management and training systems, employee rewards and compensation, and employee and labor relations to the overall improvement of an organization. 3) Apply sound principles of employee identification, recruitment, development, and management. 4) Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communications in an increasingly diverse world.

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

NAME OF PROGRAM:	<u>Health Care Management</u>			
TOTAL COURSE HOURS:	<u>180</u>	Check one:	Quarter Hours	☒
	<u> </u>		Semester Hours	☐
			Clock Hours	☐
LENGTH OF PROGRAM:	<u>45 months</u>	TUITION:	<u>\$ 59,760</u>	

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ACC1011	Principles of Accounting I	4
ACC1012	Principles of Accounting II	4
ACC2010	Payroll Management	4
BUS1100	Introduction to Business Law	4
BUS1120	Business Law I	4
BUS1130	Advanced Spreadsheets	4
BUS1300	Small Business Management	4
BUS1400	Human Resources	4
BUS2120	Business Law II	4
BUS2250	Principles of Finance	4
BUS2600	Marketing and Advertising	4
BUS3000	Management Information Systems	4
BUS3300	Management	4
BUS3381	Introduction to Leadership	4
BUS3382	Applied Leadership	4
BUS3400	Performance Management Systems	4
BUS3460	Organizational Staffing	4
BUS3480	Employee Rewards Systems	4
BUS3500	Organizational Behavior	4
BUS4360	Operations Management	4

BUS4370	Global Business Management	4
BUS4380	Supervisory Management	4
BUS4460	Employee and Labor Relations	4
BUS4470	Strategic Human Resources Management	4
BUS4480	Employee Training and Development	4
BUS4640	Marketing, Sales, and Channel Management	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4
COM1102	Composition II *	4
COM1200	Effective Public Speaking *	4
HUM2000	Introduction to Literature *	4
HUM3000	World Literature *	4
HUM3010	History of Art Through the Middle Ages *	4
HUM3020	History of Art Through the Modern Times *	4
HUM3100	Introduction to Philosophy *	4
MTH1800	College Algebra *	4
MTH3800	Statistics *	4
PSS1100	Professional Development	4
PSS4500	Senior Project	4
SCI1850	Environmental Science *	4
SSC1100	Principles of Psychology *	4
SSC1120	Human Growth and Development *	4
SSC1450	Constitution and Society *	4
SSC2220	Principles of Microeconomics *	4
SSC2230	Principles of Macroeconomics *	4
SSC3100	Principles of Sociology *	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HUM3000	World Literature *	4.0
HUM3010	History of Art Through the Middle Ages *	4.0
HUM3020	History of Art Through the Modern Times *	4.0
HUM3100	Introduction to Philosophy *	4.0
MTH3800	Statistics *	4.0
PSS4510	Senior Professional Transition	2.0
SSC1120	Human Growth and Development *	4.0
SSC1450	Constitution and Society *	4.0
SSC2220	Principles of Microeconomics *	4.0
SSC2230	Principles of Macroeconomics *	4.0
SSC3100	Principles of Sociology *	4.0

Number of Credit/Clock Hrs. in Specialty:	<u>110</u>	/	<u> </u>	Percentage:	<u>61%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>68</u>	/	<u> </u>	Percentage:	<u>38%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>2</u>	/	<u> </u>	Percentage:	<u>1%</u>

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

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

Location of library

The library is located on the west end of the third floor of the campus building at 1200 N. Meridian Street, Indianapolis. Offices for several key academic personnel, including the Dean of Academic Affairs and three Department Chairs, are also on the third floor of this building. Access to the floor is by stairs or elevator on the west end close to the library.

Hours of student access

The library's hours of operation are 8:00am to 9:50pm Monday, Tuesday, Thursday; 8:00am to 6:00pm Wednesday; 9:00am to 4:00pm Friday; and 9:00am to 1:00pm Saturday. Electronic resources, such as professional journals, newspapers, and ebooks are also available to students 24 hours a day, 7 days a week anywhere a student has Internet access. These resources are accessible through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

Staffing

The library is staffed by two full time librarians and a part time tutor/library assistant. The managing librarian has a Master of Library Science degree and a Master of Arts degree in history from Indiana University – Purdue University Indianapolis. The managing librarian also has a Master of Arts degree in anthropology from Northern Illinois University and a Bachelor of Arts degree in biology-chemistry from Manchester College. The other librarian has a Master of Library Science degree from Indiana University – Purdue University Indianapolis, a Master of Arts degree in English from Andrews University, and a Bachelor of Arts degree in English and religion from Atlantic Union College. The tutor/library assistant has a Bachelor of General Studies degree with a Mathematics Concentration and a Psychology Minor from Indiana University – Purdue University Indianapolis.

2. Number of volumes of professional material:

The library's collection currently contains approximately 3,500 print volumes related to general education and the professional fields studied by students at the college. Students have access to additional electronic books through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, and financial aid.

3. Number of professional periodicals subscribed to:

The library subscribes to 22 print periodicals. Students have access to thousands of additional periodicals through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, and financial aid.

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

The main library of the Indianapolis – Marion County Public Library, a major metropolitan library system holding 2.1 million volumes, lies between the learning site at Circle Center Mall and the campus building at 1200 N. Meridian Street. Students and faculty of Brown Mackie College – Indianapolis are able to obtain a library card to this library system regardless of residence. This card allows students to check out books and access online databases.

Less than two miles from the learning site and campus building is a major research university, Indiana University-Purdue University Indianapolis. As residents of Indiana, Brown Mackie College - Indianapolis students and faculty are eligible for a university library card, which provides borrowing privileges and access to computers and online databases.

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

Doc.: degreappform.doc

IV. Faculty-attached completed Instructor's Qualification Record for each instructor.

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

Total # of faculty in the program: 29 Full-time: 5 Part-time: 24

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (ALPHABETIC ORDER)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one: _____	
Adams, Lisa	MS-Education Administration BA-Agriculture Communications	14	2	12		X
Armstrong, Nicholas	MS- Physics BS-Mathematics & Physics	7	1	6		X
Berdel, Charles	Masters- Divinity BA- Liberal Arts	8	2	0	X	
Borschel, David	MA-Teaching BA-English	5	3	2	X	
Bray, Ernest	Masters/MBA in Business Management/HR Bachelor's Management	14 years	2 years	12 years		X
Brown, Kelly	MS- Communications BS- Psychology	10	4	2	X	
Cartwright, John	Master's: Business Administration	15	3 mo	9 yrs	X	
Cooper, Robert	MS-Operations Research BS-Industrial Engineering	15	2	0		X

Diagostino, Dan	MBA- Management and BS - Finance	14	3 years	3 years		X
Fehnel, Bradley	MS- Mathematics BS-Mathematical Sciences	6	2	4		X
Flannery, David	MA- Digital Media BA- English	12	4	9		X
Garrett, Vicki	Master of Science- Business and Bachelor's in Business Administration	30 years	1 year	None		X
Gastineau, Kim	MBA-Finance BS-English –Bible Grad certificate in Global Supply Chain Management	3 years	1 yr	none		X
Gentry, Jean	JD- Doctor of Jurisprudence BA- Journalism	3	2	1		X

Grant, Johnette	Associate degree: Business Management & Accounting/comp uter system , Masters in Business Administration, Bachelor's of Arts in Accounting, MBA in Accounting studies	15 years	2 years	4 years		X
Kitchen, Ann	MA- Philanthropic Studies MPA- Nonprofit Management BA: English & Political Science	11	2	1		X
Nelson, Bobby	Master's degree: Information Technology B.S. – Business Information System	2 yrs	1 yr	2 yrs		X
Olaleye, Francis	Master's – Management and Bachelor's Computer Systems	7 yrs	2 yrs	7 yrs		X
Omoke, Kennedy	Master's: Finance and Bachelor's Information System	10 yrs	3 yrs	6 yrs		X
Pleak, John	MAT- Masters of Arts and Teaching BFA- Bachelor of Fine Arts	7	1	6		X

Ready, James	MBA-Marketing & Information System-Marketing & Information System Bachelor's: Accounting	15 yrs	1 yrs	2 yrs		X
Russell, Donald	Ph. D – Accounting, Master's: Accounting, BA: Psychology and Accounting	12 yrs	2 yrs	12 yrs		X
Sankepally, Gopal	MBA: General Mgt Computer Technician and BS: Electrical Engineering	22 yrs	1 mo.	5 yrs		X
Senko, Pamela	Masters of Sacred Theology BS- Medical Technology	6	2	0		X
Simmonds, Allen	Master's: Economics and Bachelor's in History and Philosophy	18 yrs	2 yr	2 yrs		X
Stamps, Douglas	Masters of Science in Education-Guidance and Counseling BS- Psychology	8	1	0	X	
Stovall, Princess	Master's: Teaching and Learning with Technology and BS: Business Administration. w/ MIS	8 yrs	1 yr	1 yrs		X

Williams, Michele	MBA- Managm't/Human Resource and BS: Finance	11 yrs	1 mo	none		X
Winston, Brianne	MS- Human Development BA- Psychology/Comm unication Studies	6	3	1		X

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

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

Institution: Brown Mackie College – Indianapolis
Degree Program: Bachelor of Science – Business Management – Human Resources
Locations: Indianapolis, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Brown Mackie College-Merrillville

Name of Program Business Management - Human Resources

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 12, 2012 ☒ New ☐ Renewal

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

The bachelor's degree in Business Management-Human Resources is designed to prepare individuals to effectively develop and manage the personnel capital of an organization via its human resource programs and operations. Human resource managers must be competent in personnel and organizational policy; human resources law and regulations, including those related to labor relations, gender roles, and civil rights. They must also be competent in managing and conducting employee testing, assessment, recruitment, selection, managing employee and job training programs. Throughout the coursework in this program, students will be encouraged to develop the communication and interpersonal skills necessary to succeed and advance in this discipline.

Graduates of the program will be able to:

- Demonstrate knowledge of the various facets of the business enterprise, including business law, leadership, finance, management, business law, and marketing and advertising.
- Apply knowledge related to performance management and training systems, employee rewards and compensation, and employee and labor relations to the overall improvement of an organization.
- Apply sound principles of employee identification, recruitment, development and management.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

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

NAME OF PROGRAM: Business Administration-Human Resources

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒

Check one: ☒ Quarter Hours ☐

Semester Hours Clock Hours

LENGTH OF PROGRAM: 45 months TUITION: \$56,520

TUITION: \$56,520

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ACC1011	Principles of Accounting I	4
ACC1012	Principles of Accounting II	4
ACC2010	Payroll Management	4
BUS1100	Introduction to Business	4
BUS1120	Business Law I	4
BUS1130	Advanced Spreadsheets	4
BUS1300	Small Business Management	4
BUS1400	Human Resources	4
BUS2120	Business Law II	4
BUS2250	Principles of Finance	4
BUS2600	Marketing and Advertising	4
BUS3000	Management Information Systems	4
BUS3300	Management	4
BUS3381	Introduction to Leadership	4
BUS3382	Applied Leadership	4
BUS3400	Performance Management Systems	4
BUS3460	Organizational Staffing	4
BUS3480	Employee Reward System	4
BUS3500	Organizational Behavior	4
BUS4360	Operations Management	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS4370	Global Business Management	4
BUS4380	Supervisory Management	4
BUS4460	Employee and Labor Relations	4
BUS4470	Strategic Human Resources Management	4
BUS4480	Employee Training and Development	4
BUS4640	Marketing, Sales, and Channel Management	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4
COM1102	Composition II *	4
COM1200	Effective Public Speaking *	4
HUM2000	Introduction to Literature *	4
HUM3000	World Literature *	4
HUM3010	History of Art Through the Middle Ages *	4
HUM3020	History of Art Through the Modern Times *	4
HUM3100	Introduction to Philosophy *	4
MTH1800	College Algebra *	4
MTH3800	Statistics *	4
PSS1100	Professional Development	4
PSS4500	Senior Project	4
SCI1850	Environmental Science *	4
SSC1100	Principles of Psychology *	4
SSC1120	Human Growth and Development *	4
SSC1450	Constitution and Society *	4
SSC2220	Principles of Microeconomics *	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

SSC2230	Principles of Macroeconomics *	4
SSC3100	Principles of Sociology *	4

Number of Credit/Clock Hrs. in Specialty:	<u>104</u>	/	<u> </u>	Percentage:	<u>58%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>68</u>	/	<u> </u>	Percentage:	<u>38%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>8</u>	/	<u> </u>	Percentage:	<u>4%</u>

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

1. Location of library; hours of student access; part-time, full time librarian/staff:

The library is located within the lower level of Brown Mackie College - Merrillville campus.

Hours of access: Monday: 8:00 am - 9:30 pm

Tuesday: 8:00 am - 9:30 pm

Wednesday: 8:30 am - 5:00 pm

Thursday: 8:00 am - 9:30 pm

Friday: 8:30 am - 5:00 pm

Staff: 1 full-time librarian MLS degree – Judy Hickman

2. Number of volumes of professional material:

4,271 volumes (total library collection)

3. Number of professional periodicals subscribed to:

29 Professional periodicals - hard copy

2,492 scholarly journals online through ProQuest - students access online information through their student portals.

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

There are 16 public libraries in the communities in Northwest Indiana where the campus is located. Students most often utilize the Lake County Public Library, which is located a few miles from the campus.

Lake County Libraries

[Crown Point Community Library](#)
[East Chicago Public Library](#)
[Gary Public Library](#)
[Hammond Public Library](#)
[Lake County Public Library](#)
[Lowell Public Library](#)
[Whiting Public Library](#)

Porter County Libraries

[Hebron Public Library](#)
[Kouts Public Library](#)
[Portage Public Library](#)
[Porter County Public Library](#)
[South Haven Public Library](#)
[Valparaiso Public Library](#)
[Westchester Public Library](#)

LaPorte County Libraries

[LaPorte County Public Library](#)
[Michigan City Public Library](#)

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

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

Total # of Faculty in the Program: 13 Full-time: 4 Part-time: 9

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Atrosh, Dianna	MSEd BA in Elementary Ed.	14	4	14		X
Ballard, Keith	BS in Organizational and Human Behavior BS in Psychology	11	5	7		X
Brack, Tiffany	MPA in Public Management MBA in Business Management BA, AS in Business	7	5	0	X	
Brown, Robin	Masters in Management of Information Systems BS in Biology / Pre Med.	15	4	15		X
Collins, Cassandra	Bachelors in English - Education	3	2	1		X
Gregar-Skillman, Kristie	MBA in Accounting BS in CIS	18	1.5	3		X

Hartzler, Roger	Cert in Accounting BSEd in Elementary ed. AA in Liberal Arts	20	13	20		X
Larrabee, John	MA in Theater BA in English Education	27	3	20		X
Little-Wynn, Annette	MBA in Human Resources BS in Mathematics	6	4	1	X	
Paradzinski, Tom	MS in Industrial Relations BS in Industrial Management	27	2	8	X	
Robinson-Carr, Te-Ultralla	MBA in Human Resources BA in Applied Management	9	5	9		X
Sebestyen, Jan	MA in History BA in History AA in Child Development	15	10	15	X	

Winkler, Ashley	MAEd in Secondary Education	Less than one year	Less than one year	Less than one year		X
	BA in Accounting					
	AA in Fine Arts					
Woods, Rachael	MBA in Business Administration	10	3	0		X
	BA in Public Affairs					
	AAS in Criminal Justice					

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

Institution: Brown Mackie College – Merrillville
Degree Program: Bachelor of Science – Business Management – Human Resources
Locations: Merrillville, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Brown Mackie College-South Bend

Name of Program Business Management - Human Resources

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 19, 2012 ☒ New ☐ Renewal

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

The bachelor's degree in Business Management-Human Resources is designed to prepare individuals to effectively develop and manage the personnel capital of an organization via its human resource programs and operations. Human resource managers must be competent in personnel and organizational policy; human resources law and regulations, including those related to labor relations, gender roles, and civil rights. They must also be competent in managing and conducting employee testing, assessment, recruitment, selection, and managing employee and job training programs. Throughout the coursework in this program, students will be encouraged to develop the communication and interpersonal skills necessary to succeed and advance in this discipline.

Graduates of the program will be able to:

- Demonstrate knowledge of the various facets of the business enterprise, including business law, leadership, finance, management, business law, and marketing and advertising.
- Apply knowledge related to performance management and training systems, employee rewards and compensation, and employee and labor relations to the overall improvement of an organization.
- Apply sound principles of employee identification, recruitment, development and management.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

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

NAME OF PROGRAM: Business Management-Human Resources

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒

Check one: ☐ Quarter Hours ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$56,520

TUITION: \$56,520

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ACC1011	Principles of Accounting I	4
ACC1102	Principles of Accounting II	4
ACC2010	Payroll Management	4
BUS1100	Introduction to Business	4
BUS1120	Business Law I	4
BUS1130	Advanced Spreadsheets	4
BUS1300	Small Business Management	4
BUS1400	Human Resources	4
BUS2120	Business Law II	4
BUS2250	Principles of Finance	4
BUS2600	Marketing and Advertising	4
BUS3000	Management Information Systems	4
BUS3300	Management	4
BUS3381	Introduction to Leadership	4
BUS3382	Applied Leadership	4
BUS3400	Performance Management Systems	4
BUS3460	Organizational Staffing	4
BUS3480	Employee Reward Systems	4
BUS3500	Organizational Behavior	4
BUS4360	Operations Management	4
BUS4370	Global Business Management	4
BUS4380	Supervisory Management	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS4460	Employee and Labor Relations	4
BUS4470	Strategic Human Resources Management	4
BUS4480	Employee Training and Development	4
BUS4640	Marketing, Sales, and Channel Management	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I*	4
COM1102	Composition II*	4
COM1200	Effective Public Speaking*	4
HUM2000	Introduction to Literature*	4
HUM3000	World Literature*	4
HUM3010	History of Art Through the Middle Ages*	4
HUM3020	History of Art Through the Modern Times*	4
HUM3100	Introduction to Philosophy*	4
MTH1800	College Algebra*	4
MTH3800	Statistics*	4
PSS1100	Professional Development	4
PSS4500	Senior Project	4
SCI1850	Environmental Science*	4
SSC1100	Principles of Psychology*	4
SSC1120	Human Growth and Development*	4
SSC1450	Constitution and Society*	4
SSC2220	Principles of Microeconomics*	4
SSC2230	Principles of Macroeconomics*	4
SSC3100	Principles of Sociology *	4

Number of Credit/Clock Hrs. in Specialty:	<u>104</u>	/	<u> </u>	Percentage:	<u>58%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>68</u>	/	<u> </u>	Percentage:	<u>38%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>8</u>	/	<u> </u>	Percentage:	<u>4%</u>

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

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

See attachment library requirements

2. Number of volumes of professional material:

See attachment library requirements

3. Number of professional periodicals subscribed to:

See attachment library requirements

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

See attachment library requirements

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

Doc.: degreappform.doc

Bachelor of Business Administration – Human Resources Concentration

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

1. Location of library; hours of student access; part-time, full time librarian/staff:

- The Library is on the third floor of the main campus of BMC-SB, located at 3454 Douglas Avenue, South Bend, IN, 46635.
- Students can access the library any time the building is open for business or classes. Our hours of business are Mon., Tues., and Thur. from 7:30am to 9:50pm, Weds., 7:30am to 8:00pm, Fri., 7:30am to 5:00pm, and Sat., 9:00am to 1:00pm. This gives students around 70 total hours of library access a week.
- We have one full-time Librarian with an MLIS-from an ALA accredited-institution who functions as the library director. We have one full-time staff member, with a bachelor's minor in library science, who serves as assistant librarian. We have one part-time adjunct instructor/mathematics tutor who covers the library on Saturdays.

2. Number of volumes of professional material:

- Not including general education titles, we have over 1300 volumes specifically related to business subjects. Conventional library collection development standards suggest that a good bachelor's level subject collection should include approximately 1000 volumes in that discipline.
- Of those business volumes mentioned before, approximately 150 of these titles are directly related to human resources topics.

3. Number of professional periodicals subscribed to:

- As of FY2011, all BMC librarians were instructed by the Vice President for Academics at BMC Central Services to discontinue subscribing to any print journals that were also available electronically through EDMC consortial databases. Consequently, the BMC-SB library does not subscribe to any print business journals, because all of the journals we originally had in print form are available in electronic format.
- That said, our databases do give us access to many business journals in an electronic format. According to our subscription information, there are over 5100 business journals available for our students electronically.
- Of those e-journals mentioned above, approximately 270 are related to human resources topics, including: organizational communication, organizational psychology, organizational change and development, and personnel management and training.

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

We are lucky that the Michiana area has a host of public, academic, and specialty libraries that are fairly close to our campus and invite our students' patronage. These libraries include:

Bachelor of Business Administration – Human Resources Concentration

Indiana University, South Bend

Franklin D. Schurz Library

South Bend, Indiana 46634

This campus is approximately 2 miles away; all Indiana residents with a Driver's License or State ID can check out some materials from this library.

University of Notre Dame

Hesburgh Library

Notre Dame, IN 46556

This campus is approximately 2 miles away; our students are very welcome to use resources in-house, however, they are not allowed to check out materials. The Law library at Notre Dame has particularly been kind and helpful to some of our business and Criminal Justice students.

Saint Mary's College

Cushwa-Leighton Library

Notre Dame, IN 46556

This campus is approximately 2 miles away; or students are welcome to use resources in-house, however, they are not allowed to check-out materials.

Holy Cross College

McKenna Library

Notre Dame, IN 46556 United States

This campus is approximately 2 miles away; our students are welcome to use resources in-house, however, they are not allowed to check out materials.

Bethel College Library

Bowen Library

Mishawaka, IN 46545

This campus is approximately 3 miles away; our students are welcome to use resources in-house, however, they are not allowed to check out materials.

South Bend Medical Foundation Library

530 N Lafayette Blvd

South Bend, Indiana 46601

Bachelor of Business Administration – Human Resources Concentration

This library is approximately 3 miles away, and offers primarily information on health and medical topics.

Saint Joseph County Public Library

South Bend, IN 46601

Located approximately 4 miles away, this library system always ranks within the top 100 of the American Library Association's Annual Best Public Libraries Roster. St. Joseph County residents can check out materials for free.

Ivy Tech Community College South Bend

South Bend, Indiana 46601

Located approximately 4 miles away, our students are welcome to use resources in-house, however, they are not allowed to check out materials.

Niles Distric LIBRARY

620 E Main St
Niles, Michigan 49120-2690

Elkhart Public Library

Elkhart, IN 46516

Located approximately 12 miles away from BMC-SB, this library allows residents of Elkhart County to check materials out for free.

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

Total # of Faculty in the Program: 14 Full-time: 6 Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Dorinda	MBA	12	0.3	0		X
Engel, Brenda	MBA	22	2	2		x
Estridge, Arthea	MS	20	13	1	X	
Meagher, Michaela	MS	19	10	9	X	
Mmadi, Sydney	MBA	15	5	0	X	
Napoli, Anne	MA	11	2	3		X
Rice, Rachel	MS	15	5	15		X
Scharf, Stephanie	MSW	10	8	2		X
Smith, Sheila	EdD	8	10	11		X
Tolliver, Lisa	MS	17	6	9	X	
Ware, Jeff	JD	10	7	5	X	
Willkom, Mark	MS	39	3	2	X	
Yeh, Daisy	MS	16	3	5		X

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

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

Institution: Brown Mackie College – South Bend
Degree Program: Bachelor of Science – Business Management – Human Resources
Locations: South Bend, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Indianapolis

Name of Program Business Management - Organizational Leadership

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 19, 2012 ☒ New ☐ Renewal

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

The bachelor's degree program in Business Management--Organizational Leadership is designed to increase the graduate's ability to assist an organization in developing greater efficiency and effectiveness. Organizational managers lead others in analyzing, planning, implementing, and communicating around shared business goals and objectives. Effective organizational leaders are able to analyze an organization's needs; to design systems, solutions, and procedures; and to evaluate results. This program presents the facets of the business enterprise, in addition to the project analysis and management tools necessary to conduct systematic, economical change within an organization. This program emphasizes management theories in the functional areas of business, organizational theory and design, project management, and team-building and effective communication skills in support of the organization's business goals.

Graduates of the program should be able to:

- Demonstrate an understanding of the various aspects of and relationships within the business enterprise, including organizational structure; human, technical, and financial resources; and operational demands.
- Demonstrate the ability to analyze current features of a business organization and to propose effective solutions to improve its structure, performance, procedures, and overall competitiveness.
- Identify and apply all phases of the project management lifecycle, while demonstrating the ability to apply effective team-building and leadership skills.
- Utilize effective management skills in a variety of scenarios, including problem identification and solving, decision-making, planning; communications and meeting management; delegation; and personnel leadership.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

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

NAME OF PROGRAM: Business Management-Organizational Leadership

TOTAL COURSE HOURS: 180

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 92 weeks TUITION: \$28,260

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS3100	Business Principles and Management	4.0
BUS3300	Management	4.0
BUS3320	Organization Development	4.0
BUS3330	Effective Team Dynamics	4.0
BUS3381	Introduction to Leadership	4.0
BUS3460	Organizational Staffing	4.0
BUS3500	Organizational Behavior	4.0
BUS4350	Project Management	4.0
BUS4351	Intermediate Project Management	4.0
BUS4352	Advanced Project Management	4.0
BUS4355	Project Management Leadership	4.0
BUS4360	Operations Management	4.0
NOTE:	Total Transfer Credits = 90 credits	
TRANSFER	General Education transfer credits - 28 credits	
CREDITS	Business courses & electives transfer credits - 62 credits	

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HUM3000	World Literature *	4.0
HUM3010	History of Art Through the Middle Ages *	4.0
HUM3020	History of Art Through the Modern Times *	4.0
HUM3100	Introduction to Philosophy *	4.0
MTH3800	Statistics *	4.0
PSS4510	Senior Professional Transition	2.0
SSC1120	Human Growth and Development *	4.0
SSC1450	Constitution and Society *	4.0
SSC2220	Principles of Microeconomics *	4.0
SSC2230	Principles of Macroeconomics *	4.0
SSC3100	Principles of Sociology *	4.0

Number of Credit/Clock Hrs. in Specialty:	<u>110</u>	/	<u> </u>	Percentage:	<u>61%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>68</u>	/	<u> </u>	Percentage:	<u>38%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>2</u>	/	<u> </u>	Percentage:	<u>1%</u>

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

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

Location of library

The library is located on the west end of the third floor of the campus building at 1200 N. Meridian Street, Indianapolis. Offices for several key academic personnel, including the Dean of Academic Affairs and three Department Chairs, are also on the third floor of this building. Access to the floor is by stairs or elevator on the west end close to the library.

Hours of student access

The library's hours of operation are 8:00am to 9:50pm Monday, Tuesday, Thursday; 8:00am to 6:00pm Wednesday; 9:00am to 4:00pm Friday; and 9:00am to 1:00pm Saturday. Electronic resources, such as professional journals, newspapers, and ebooks are also available to students 24 hours a day, 7 days a week anywhere a student has Internet access. These resources are accessible through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

Staffing

The library is staffed by two full time librarians and a part time tutor/library assistant. The managing librarian has a Master of Library Science degree and a Master of Arts degree in history from Indiana University – Purdue University Indianapolis. The managing librarian also has a Master of Arts degree in anthropology from Northern Illinois University and a Bachelor of Arts degree in biology-chemistry from Manchester College. The other librarian has a Master of Library Science degree from Indiana University – Purdue University Indianapolis, a Master of Arts degree in English from Andrews University, and a Bachelor of Arts degree in English and religion from Atlantic Union College. The tutor/library assistant has a Bachelor of General Studies degree with a Mathematics Concentration and a Psychology Minor from Indiana University – Purdue University Indianapolis.

2. Number of volumes of professional material:

The library's collection currently contains approximately 3,500 print volumes related to general education and the professional fields studied by students at the college. Students have access to additional electronic books through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, and financial aid.

3. Number of professional periodicals subscribed to:

The library subscribes to 22 print periodicals. Students have access to thousands of additional periodicals through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, and financial aid.

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

The main library of the Indianapolis – Marion County Public Library, a major metropolitan library system holding 2.1 million volumes, lies between the learning site at Circle Center Mall and the campus building at 1200 N. Meridian Street. Students and faculty of Brown Mackie College – Indianapolis are able to obtain a library card to this library system regardless of residence. This card allows students to check out books and access online databases.

Less than two miles from the learning site and campus building is a major research university, Indiana University-Purdue University Indianapolis. As residents of Indiana, Brown Mackie College - Indianapolis students and faculty are eligible for a university library card, which provides borrowing privileges and access to computers and online databases.

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

Doc.: degreappform.doc

IV. Faculty-attached completed Instructor's Qualification Record for each instructor.

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

Total # of faculty in the program: 29 Full-time: 5 Part-time: 24

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (ALPHABETIC ORDER)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one: _____	
Adams, Lisa	MS-Education Administration BA-Agriculture Communications	14	2	12		X
Armstrong, Nicholas	MS- Physics BS-Mathematics & Physics	7	1	6		X
Berdel, Charles	Masters- Divinity BA- Liberal Arts	8	2	0	X	
Borschel, David	MA-Teaching BA-English	5	3	2	X	
Bray, Ernest	Masters/MBA in Business Management/HR Bachelor's Management	14 years	2 years	12 years		X
Brown, Kelly	MS- Communications BS- Psychology	10	4	2	X	
Cartwright, John	Master's: Business Administration	15	3 mo	9 yrs	X	
Cooper, Robert	MS-Operations Research BS-Industrial Engineering	15	2	0		X

Diagostino, Dan	MBA- Management and BS - Finance	14	3 years	3 years		X
Fehnel, Bradley	MS- Mathematics BS-Mathematical Sciences	6	2	4		X
Flannery, David	MA- Digital Media BA- English	12	4	9		X
Garrett, Vicki	Master of Science- Business and Bachelor's in Business Administration	30 years	1 year	None		X
Gastineau, Kim	MBA-Finance BS-English –Bible Grad certificate in Global Supply Chain Management	3 years	1 yr	none		X
Gentry, Jean	JD- Doctor of Jurisprudence BA- Journalism	3	2	1		X

Grant, Johnette	Associate degree: Business Management & Accounting/comp uter system , Masters in Business Administration, Bachelor's of Arts in Accounting, MBA in Accounting studies	15 years	2 years	4 years		X
Kitchen, Ann	MA- Philanthropic Studies MPA- Nonprofit Management BA: English & Political Science	11	2	1		X
Nelson, Bobby	Master's degree: Information Technology B.S. – Business Information System	2 yrs	1 yr	2 yrs		X
Olaleye, Francis	Master's – Management and Bachelor's Computer Systems	7 yrs	2 yrs	7 yrs		X
Omoke, Kennedy	Master's: Finance and Bachelor's Information System	10 yrs	3 yrs	6 yrs		X
Pleak, John	MAT- Masters of Arts and Teaching BFA- Bachelor of Fine Arts	7	1	6		X

Ready, James	MBA-Marketing & Information System-Marketing & Information System Bachelor's: Accounting	15 yrs	1 yrs	2 yrs		X
Russell, Donald	Ph. D – Accounting, Master's: Accounting, BA: Psychology and Accounting	12 yrs	2 yrs	12 yrs		X
Sankepally, Gopal	MBA: General Mgt Computer Technician and BS: Electrical Engineering	22 yrs	1 mo.	5 yrs		X
Senko, Pamela	Masters of Sacred Theology BS- Medical Technology	6	2	0		X
Simmonds, Allen	Master's: Economics and Bachelor's in History and Philosophy	18 yrs	2 yr	2 yrs		X
Stamps, Douglas	Masters of Science in Education-Guidance and Counseling BS- Psychology	8	1	0	X	
Stovall, Princess	Master's: Teaching and Learning with Technology and BS: Business Administration. w/ MIS	8 yrs	1 yr	1 yrs		X

Williams, Michele	MBA- Managm't/Human Resource and BS: Finance	11 yrs	1 mo	none		X
Winston, Brianne	MS- Human Development BA- Psychology/Comm unication Studies	6	3	1		X

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

Institution: Brown Mackie College – Indianapolis

Degree Program: Bachelor of Science – Business Management – Organization Leadership

Locations: Indianapolis, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College-Merrillville

Name of Program Business Management - Organizational Leadership

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 19, 2012 ☒ New ☐ Renewal

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

The bachelor's degree program in Business Management--Organizational Leadership is designed to increase the graduate's ability to assist an organization in developing greater efficiency and effectiveness. Organizational managers lead others in analyzing, planning, implementing, and communicating around shared business goals and objectives. Effective organizational leaders are able to analyze an organization's needs; to design systems, solutions, and procedures; and to evaluate results. This program presents the facets of the business enterprise, in addition to the project analysis and management tools necessary to conduct systematic, economical change within an organization. This program emphasizes management theories in the functional areas of business, organizational theory and design, project management, and team-building and effective communication skills in support of the organization's business goals.

Graduates of the program should be able to:

- Demonstrate an understanding of the various aspects of and relationships within the business enterprise, including organizational structure; human, technical, and financial resources; and operational demands.
- Demonstrate the ability to analyze current features of a business organization and to propose effective solutions to improve its structure, performance, procedures, and overall competitiveness.
- Identify and apply all phases of the project management lifecycle, while demonstrating the ability to apply effective team-building and leadership skills.
 - Utilize effective management skills in a variety of scenarios, including problem identification and solving, decision-making, planning; communications and meeting management; delegation; and personnel leadership.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

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

NAME OF PROGRAM: Business Management-Organizational Leadership

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

LENGTH OF PROGRAM: 92 weeks TUITION: \$28,260

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>BUS3100</u>	<u>Business Principles and Management</u>	<u>4.0</u>
<u>BUS3300</u>	<u>Management</u>	<u>4.0</u>
<u>BUS3320</u>	<u>Organization Development</u>	<u>4.0</u>
<u>BUS3330</u>	<u>Effective Team Dynamics</u>	<u>4.0</u>
<u>BUS3381</u>	<u>Introduction to Leadership</u>	<u>4.0</u>
<u>BUS3460</u>	<u>Organizational Staffing</u>	<u>4.0</u>
<u>BUS3500</u>	<u>Organizational Behavior</u>	<u>4.0</u>
<u>BUS4350</u>	<u>Project Management</u>	<u>4.0</u>
<u>BUS4351</u>	<u>Intermediate Project Management</u>	<u>4.0</u>
<u>BUS4352</u>	<u>Advanced Project Management</u>	<u>4.0</u>
<u>BUS4355</u>	<u>Project Management Leadership</u>	<u>4.0</u>
<u>BUS4360</u>	<u>Operations Management</u>	<u>4.0</u>
<u>NOTE:</u>	<u>Total Transfer Credits = 90 credits</u>	<u> </u>
<u>TRANSFER</u>	<u>General Education transfer credits - 28 credits</u>	<u> </u>
<u>CREDITS</u>	<u>Business courses & electives transfer credits - 62 credits</u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HUM3000	World Literature *	4.0
HUM3010	History of Art Through the Middle Ages *	4.0
HUM3020	History of Art Through the Modern Times *	4.0
HUM3100	Introduction to Philosophy *	4.0
MTH3800	Statistics *	4.0
PSS4510	Senior Professional Transition	2.0
SSC1120	Human Growth and Development *	4.0
SSC1450	Constitution and Society *	4.0
SSC2220	Principles of Microeconomics *	4.0
SSC2230	Principles of Macroeconomics *	4.0
SSC3100	Principles of Sociology *	4.0

Number of Credit/Clock Hrs. in Specialty:	<u>110</u>	/	<u> </u>	Percentage:	<u>61%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>68</u>	/	<u> </u>	Percentage:	<u>38%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>2</u>	/	<u> </u>	Percentage:	<u>1%</u>

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

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

The library is located within the lower level of Brown Mackie College - Merrillville campus.

Hours of access: Monday: 8:00 am - 9:30 pm
Tuesday: 8:00 am - 9:30 pm
Wednesday: 8:30 am - 5:00 pm
Thursday: 8:00 am - 9:30 pm
Friday: 8:30 am - 5:00 pm

Staff: 1 full-time librarian MLS degree – Judy Hickman

2. Number of volumes of professional material:

4,271 volumes (total library collection)

3. Number of professional periodicals subscribed to:

29 Professional periodicals - hard copy

2,492 scholarly journals online through ProQuest - students access online information through their student portals.

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

There are 16 public libraries in the communities in Northwest Indiana where the campus is located. Students most often utilize the Lake County Public Library, which is located a few miles from the campus.

Lake County Libraries

[Crown Point Community Library](#)
[East Chicago Public Library](#)
[Gary Public Library](#)
[Hammond Public Library](#)
[Lake County Public Library](#)
[Lowell Public Library](#)
[Whiting Public Library](#)

Porter County Libraries

[Hebron Public Library](#)

Kouts Public Library
Portage Public Library
Porter County Public Library
South Haven Public Library
Valparaiso Public Library
Westchester Public Library

LaPorte County Libraries

LaPorte County Public Library
Michigan City Public Library

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

Doc.: degreappform.doc

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

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

Total # of Faculty in the Program: 13 **Full-time:** 4 **Part-time:** 9

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Atrosh, Dianna	MSEd BA in Elementary Ed.	14	4	14		X
Ballard, Keith	BS in Organizational and Human Behavior BS in Psychology	11	5	7		X
Brack, Tiffany	MPA in Public Management MBA in Business Management	7	5	0	X	
Brown, Robin	Masters in Management of Information Systems BS in Biology / Pre Med.	15	4	15		X
Collins, Cassandra	Bachelors in English - Education	3	2	1		X
Gregar-Skillman, Kristie	MBA in Accounting BS in CIS	18	1.5	3		X

Hartzler, Roger	Cert in Accounting	20	13	20		X
	BSEd in Elementary Ed					
	AA in Liberal Arts					
Larrabee, John	MA in Theater	27	3	20		X
	BA in English Education					
Little-Wynn, Annette	MBA in Human Resources	6	4	1	X	
	MS in Mathematics					
Paradzinski, Tom	MS in Industrial Relations	27	2	8	X	
	BS in Industrial Management					
Robinson-Carr, Te-Ultralla	MBA in Human Resources	9	5	9		X
	BA in Applied Management					
Sebestyen, Jan	MA in History	15	10	15	X	
	BA in History					
Winkler, Ashley	MAEd in Secondary Education	Less than one year	Less than one year	Less than one year		X
	BA in Accounting					

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

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

Institution: Brown Mackie College – Merrillville
Degree Program: Bachelor of Science – Business Management – Organization Leadership
Locations: Merrillville, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Indianapolis

Name of Program Health Care Management

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 12, 2012 ☒ New ☐ Renewal

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

The bachelor's degree program Health Care Management is designed to accommodate the needs and interests of students from a variety of backgrounds. Courses are intended to provide a solid foundation for varied entry-level health care careers. The program also incorporates an externship that offers students real-world experience within health care facilities that may include hospitals, nursing homes, ambulatory care facilities, physician practices, and pharmaceutical and medical equipment companies.

Graduates of the program will be able to: 1) Apply learning to the functional role of the manager in a health care setting. 2) Analyze trends in health care and internal systems to assure they are adequately matched and working together. 3) Evaluate the effectiveness of health care administrative systems and procedures for strategic revision and modification. 4) Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

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

NAME OF PROGRAM: Health Care Management

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒ ☐ Semester Hours

Check one: Quarter Hours ☒

Semester Hours

Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$ 59,760

TUITION: \$ 59,760

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
HCA1100	Professionalism & Communication in a Health Care Setting	4
HCA1110	Introduction to Health Care Services	4
HCA1700	Managing Health Care Information	4
HCA1750	Medical Administrative Practice	4
HCA1800	Diagnostic Coding	4
HCA1850	Procedural Coding	4
HCA1870	Medical Insurance Processes	4
HCA2200	Health Care Delivery Systems	4
HCA2500	Medical Ethics	4
HCA3130	Health Care Marketing and Strategy	4
HCA3150	Health Care Finance	4
HCA3300	Health Services Organization and Delivery	4
HCA3330	Health Information Management Systems	4
HCA3500	Economics of Health Care	4
HCA3550	Ethics and Law for Administrators	4
HCA4100	Leadership in Health Care Organizations	4
HCA4120	Strategic Management in Health Care Organizations	4
HCA4140	Risk Management in Health Care Settings	4
HCA4160	Case Studies in Health Administration	4
HSC1100	Medical Terminology	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1011	Principles of Accounting I	4
ACC1012	Principles of Accounting II	4
BUS1100	Introduction to Business	4
BUS1130	Advanced Spreadsheets	4
BUS1400	Human Resources	4
BUS3500	Organizational Behavior	4
COM1101	Composition I *	4
COM1102	Composition II *	4
COM1200	Effective Public Speaking *	4
HUM2000	Introduction to Literature *	4
HUM3000	World Literature *	4
HUM3010	History of Art Through the Middle Ages *	4
HUM3020	History of Art Through the Modern Times *	4
HUM3100	Introduction to Philosophy *	4
MTH1800	College Algebra *	4
MTH3800	Statistics *	4
PSS1100	Professional Development	4
PSS1200	Business Communications	4
PSS4500	Senior Project	4
SCI1360	Anatomy and Physiology *	4
SCI1850	Environmental Science *	4
SSC1100	Principles of Psychology*	4
SSC1450	Constitution and Society*	4
SSC2230	Principles of Macroeconomics *	4
SSC3100	Principles of Sociology*	4

Number of Credit/Clock Hrs. in Specialty:	<u>80</u>	/	<u> </u>	Percentage:	<u>44%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>64</u>	/	<u> </u>	Percentage:	<u>36%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>36</u>	/	<u> </u>	Percentage:	<u>20%</u>

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

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

2. Number of volumes of professional material:
See attachment library requirements

3. Number of professional periodicals subscribed to:
See attachment library requirements

4. Other library facilities in close geographical proximity for student access:
See attachment library requirements

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

Doc.: degreappform.doc

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

1. Location of library; hours of student access; part-time, full time librarian/staff:

Location of library

The library is located on the west end of the third floor of the campus building at 1200 N. Meridian Street, Indianapolis. Offices for several key academic personnel, including the Dean of Academic Affairs and three Department Chairs, are also on the third floor of this building. Access to the floor is by stairs or elevator on the west end close to the library.

Hours of student access

The library's hours of operation are 8:00am to 9:50pm Monday, Tuesday, Thursday; 8:00am to 6:00pm Wednesday; 9:00am to 4:00pm Friday; and 9:00am to 1:00pm Saturday. Electronic resources, such as professional journals, newspapers, and ebooks are also available to students 24 hours a day, 7 days a week anywhere a student has Internet access. These resources are accessible through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

Staffing

The library is staffed by two full time librarians and a part time tutor/library assistant. The managing librarian has a Master of Library Science degree and a Master of Arts degree in history from Indiana University – Purdue University Indianapolis. The managing librarian also has a Master of Arts degree in anthropology from Northern Illinois University and a Bachelor of Arts degree in biology-chemistry from Manchester College. The other librarian has a Master of Library Science degree from Indiana University – Purdue University Indianapolis, a Master of Arts degree in English from Andrews University, and a Bachelor of Arts degree in English and religion from Atlantic Union College. The tutor/library assistant has a Bachelor of General Studies degree with a Mathematics Concentration and a Psychology Minor from Indiana University – Purdue University Indianapolis.

2. Number of volumes of professional material:

The library's collection currently contains approximately 3,500 print volumes related to general education and the professional fields studied by students at the college. Students have access to additional electronic books through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

3. Number of professional periodicals subscribed to:

The library subscribes to 22 print periodicals. Students have access to thousands of additional periodicals through the library's online databases. These databases are available through a "Library" link on the student portal, a website managed by Brown Mackie Colleges that provides students with useful information such as class schedules, grades, financial aid.

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

The main library of the Indianapolis – Marion County Public Library, a major metropolitan library system holding 2.1 million volumes, lies between the learning site at Circle Center Mall and the campus building at 1200 N. Meridian Street. Students and faculty of Brown Mackie College – Indianapolis are able to obtain a library card to this library system regardless of residence. This card allows students to check out books and access online databases.

Less than two miles from the learning site and campus building is a major research university, Indiana University-Purdue University Indianapolis. As residents of Indiana, Brown Mackie College - Indianapolis students and faculty are eligible for a university library card, which provides borrowing privileges and access to computers and online databases.

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

Total # of Faculty in the Program: 17 **Full-time:** 3 **Part-time:** 14

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
See-faculty requirements						
Baumann, Delores	MBA (with health care management specialty)	6	7 months	0		X
Lemon, Tamara	MBA BS-Public Health (with	10	1	6		X
Adams, Lisa	MS-Education Administration	14	2	12		X
Armstrong, Nicholas	MS- Physics BS-Mathematics &	7	1	6		X
Austin, Nataya	MBA-In progress BS-Health Care Admin.	12	3 months	1.5		X
Berdel, Charles	Masters- Divinity BA- Liberal Arts	8	2	0		X
Borschel, David	MA-Teaching BA-English	5	3	2	X	
Brown, Kelly	MS- Communications BS- Psychology	10	4	2	X	
Cooper, Robert	MS-Operations Research	15	2	0		X
Fehnel, Bradley	MS- Mathematics BS-Mathematical	6	2	4		X
Flannery, David	MA- Digital Media BA- English	12	4	9		X
Gentry, Jean	JD- Doctor of Jurisprudence	3	2	1		X
Kitchen, Ann	MA- Philanthropic Studies	11	2	1		X
Pleak, John	MAT- Masters of Arts and Teaching	7	1	6		X
Senko, Pamela	Masters of Sacred Theology	6	2	0		X
Stamps, Douglas	Masters of Science in Education-Guidance	8	1	0	X	
Winston, Brianne	MS- Human Development	6	3	1		X

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

Institution: Brown Mackie College – Indianapolis
Degree Program: Bachelor of Science – Health Care Management
Locations: Indianapolis, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Ft. Wayne

Name of Program Medical Laboratory Science

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared January 9, 2013 ☒ New ☐ Renewal

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

The bachelor's degree in Medical Laboratory Science is designed to prepare students with the theory, skills, and procedures necessary for positions in clinical laboratory settings which would involve both routine and complex testing on human specimens to support the accurate diagnosis of disease. Students are exposed to the best methods to assure test quality, as well as the knowledge and skills that would help them take on managerial and leadership responsibilities. This program provides a foundation of knowledge in biology, microbiology, chemistry, and mathematics. Instruction in general laboratory methods includes safety principles, quality control, and instrumentation, among others. Didactic instruction is combined with clinical experience to address the correct procedures required in routine clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging clinical laboratory tests according to established protocols and processes.

Graduates of the program will be able to:

- Perform laboratory studies and interpret results by applying knowledge of anatomy, physiology, microbiology, and biochemistry as well as human disease states and pathologies.
- Maintain and improve quality by applying analytical thinking, critical thinking, problem solving decision making, continuing education, and research skills.
- Manage clinical and non-clinical aspects of a laboratory within the scope of practice defined by applicable federal and state laws and regulations and adhering to the professional

code.

- Apply communication skills, principles of psychology and sociology, diversity consciousness, and business concepts to all aspects of laboratory operations and management.

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

NAME OF PROGRAM: Medical Laboratory Science

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 180 weeks TUITION: \$56,520

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ALH2100</u>	<u>Bioethics</u>	<u>4</u>
<u>BUS1100</u>	<u>Introduction to Business</u>	<u>4</u>
<u>BUS3381</u>	<u>Introduction to Leadership</u>	<u>4</u>
<u>CLS1840</u>	<u>Introduction to Medical Laboratory Science</u>	<u>4</u>
<u>CLS1842</u>	<u>Urinalysis and Body Fluids</u>	<u>4</u>
<u>CLS2841</u>	<u>Clinical Chemistry I</u>	<u>4</u>
<u>CLS2842</u>	<u>Clinical Chemistry II</u>	<u>4</u>
<u>CLS2844</u>	<u>Hematology and Homeostasis</u>	<u>4</u>
<u>CLS2846</u>	<u>Immunology and Serology</u>	<u>4</u>
<u>CLS2848</u>	<u>Immunohematology and Blood Banking</u>	<u>4</u>
<u>CLS2851</u>	<u>Clinical Microbiology I</u>	<u>4</u>
<u>CLS2852</u>	<u>Clinical Microbiology II</u>	<u>4</u>
<u>CLS3844</u>	<u>Histology</u>	<u>4</u>
<u>CLS4200</u>	<u>Epidemiology</u>	<u>4</u>
<u>CLS4500</u>	<u>Advanced Laboratory Concepts</u>	<u>4</u>
<u>CLS4860</u>	<u>Medical Lab Practicum I</u>	<u>4</u>
<u>CLS4861</u>	<u>Medical Lab Practicum II</u>	<u>4</u>
<u>CLS4862</u>	<u>Medical Lab Practicum III</u>	<u>4</u>
<u>HCA1700</u>	<u>Managing Health Care Information</u>	<u>4</u>
<u>HCA3300</u>	<u>Health Information Management Systems</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SCI2215	Introduction to Biological Chemistry	4
SCI3450	Genetics and Molecular Biology	4
SCI4215	Advanced Biochemistry	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1101	Composition I *	4
COM1102	Composition II *	4
COM1200	Effective Public Speaking *	4
HUM2000	Introduction to Literature *	4
HUM3100	Introduction to Philosophy *	4
MTH1800	College Algebra *	4
MTH3800	Statistics *	4
SSC1100	Principles of Psychology *	4
SCI1351	Anatomy and Physiology I *	4
SCI1352	Anatomy and Physiology II	4
HSC1100	Medical Terminology	4
HUM3000	World Literature *	4
HUM3010	History of Art Through the Middle Ages *	4
HUM3020	History of Art Through the Modern Times *	4
PSS1100	Professional Development	4
PSS1200	Business Communications	4
SSC2230	Principles of Macroeconomics *	4
SSC3100	Principles of Sociology *	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SCI1850	Environmental Science *	4
SCI2100	Elements of Microbiology *	4
SCI2210	Principles of Chemistry *	4
SCI3215	Organic Chemistry *	4

Number of Credit/Clock Hrs. in Specialty:	<u>92</u>	/	<u> </u>	Percentage:	<u>51%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>16</u>	/	<u> </u>	Percentage:	<u>9%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>72</u>	/	<u> </u>	Percentage:	<u>40%</u>

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

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

The library is located on the first floor of the building.

The hours of student access are:

Monday - Thursday: 8:00 a.m. - 10:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 9:00 a.m. - 1:00 p.m.

The library is staffed by a full-time Head Librarian, who holds a Master's of Library Science degree, a full-time Technical Librarian and a part-time work study student.

2. Number of volumes of professional material:

The College's library has a total of 4,017 titles.

3. Number of professional periodicals subscribed to:

The College currently subscribes to 26 periodicals.

Additional resources and databases are available for student use:

a. ProQuest and related databases:

ABI Complete, ABI/INFORM Dateline , ABI/INFORM Global, ABI/INFORM Trade & Industry , Accounting & Tax, Arts & Humanities Full Text, Asian Business & Reference, Banking Information Source, Britannica Online, Biology Journals, Canadian Business & Current Affairs Complete, Canadian Newsstand Complete, Career & Technical Education, Chronicle of Higher Education, Cochrane, Computing, CQ Researcher, Criminal Justice Abstracts, Criminal Justice Periodicals Index, CultureGrams, Education Journals, eLibrary, Entrepreneurship , ERIC Plus Full-Text, European Business, Family Health, Health & Medical Complete/ With Medline, Hoover's Company Records, Literature Online, Mergent , Military Collection, Newsstand Complete, Nursing & Allied Health, Oxford Art (Grove Art), Pharmaceutical News Index, Psychology Journals, Religion, Research Library, Science Journals, SIRS Issues Researcher, SIRS Renaissance, Snapshot Series, Social Science Journals, Telecommunications, Westlaw Campus Research.

- b. **INSPIRE:** funded by the State of Indiana.
- The following are appropriate to BMC programs and level of education:
- o **GenEd courses:** *Academic Search Elite; Bartleby.com; Biography Resource Center (Gale); ERIC; Funk & Wagnalls New Encyclopedia; Google Scholar; Image Collection; Indiana Shared Library Catalog; LitFinder; Newspaper Source; PALNI Online Catalog; Project Gutenberg; WorldCat*
 - o **Business:** *Business Source Premier; Career Collection; Company Profiles; Corporate ResourceNet; Professional Development Collection; Regional Business News*
 - o **Allied health / Nursing / Occupational therapy:** *Clinical Pharmacology (Medications); Health Business FullTEXT; Health Source: Consumer; Health Source: Nursing/Academic; MEDLINE; MEDLINE Plus*
 - o **Law:** *Access Indiana; Census.gov; Military and Government Collection*

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

1. Allen County Public Library: The Allen County Public Library is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

2. Helmke Library: The Helmke Library is a part of the Indiana University - Purdue University Regional Campus located in Fort Wayne, Indiana. The Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne campus. Any Indiana resident may check out two books per subject with a valid ID card.

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 13 **Full-time:** 3 **Part-time:** 10

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- Time
Drudge, Rhela	MA	6	2	4		X
Duffy, William	MS	35	3	32	X	
Hitchcock, Jean	PhD	12	7	8		X
Knepper, Jacquelyn	MS	1	1	0		X
Kunberger, Gretchen	MLS	13	2	13		X
Long, Harla	MS	2	2	0		X
Low, Ken	MA	28	1	28		X
Rehm, Jeffrey	MBA	17	7	0		X
Reynolds, Brittany	MA	3	3	0	X	
Shoun, Laura	MS	10	2	8		X
Stevens, Virginia	MS	29	3	26		X
Young, Kent	DMin	16	3	13		X
Young, Robert	MS	31	9	22	X	

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

Institution: Brown Mackie College – Ft. Wayne
Degree Program: Bachelor of Science – Medical Laboratory Science
Locations: Ft. Wayne, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Brown Mackie College - Merrillville

Name of Program Nursing

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 19, 2012 ☒ New ☐ Renewal

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

The bachelor's degree program in Nursing is designated to prepare the students to enhance the professional knowledge and role of the licensed registered nurse. The program is supported with a foundation of general education courses based in communication, humanities, and natural/behavioral sciences. The curriculum is enhanced through the integration of theory and practicum to expand the knowledge of evidence-based practice, leadership, and community health incorporating principles of learning, quality, care, and patient safety within a multicultural population.

This bachelor's degree program in Nursing has been developed as a completion program for licensed Registered Nurses who have graduated from an accredited associate or diploma program. Additional course work may be required to meet the general education and prerequisite requirement for the courses included in the program.

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

NAME OF PROGRAM: Nursing

TOTAL COURSE HOURS: 188 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 72 weeks TUITION: \$25,120

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>NUR3000</u>	<u>Transition to Professional Nursing</u>	<u>4.0</u>
<u>NUR3500</u>	<u>Leadership in a Diverse Society</u>	<u>4.0</u>
<u>NUR3702</u>	<u>Introduction to Nursing Research</u>	<u>4.0</u>
<u>NUR3704</u>	<u>Research and Evidence-Based Practice</u>	<u>4.0</u>
<u>NUR3550</u>	<u>Financial Management for Nurses</u>	<u>4.0</u>
<u>NUR4500</u>	<u>Managing Quality Care and Patient Safety</u>	<u>4.0</u>
<u>NUR4600</u>	<u>Health Promotion in Cultural Context</u>	<u>4.0</u>
<u>NUR4751</u>	<u>Caring for Community I: Settings and Approches</u>	<u>4.0</u>
<u>NUR4752</u>	<u>Caring for Community II: Populations</u>	<u>4.0</u>
<u>NUR4800</u>	<u>Introduction to Specialties: Holistic Nursing</u>	<u>4.0</u>
<u>NOTE:</u>	<u>(Liberal Arts Courses) - General Education transfer credits - 28 credits</u>	
<u>TRANSFER</u>	<u>(Specialty courses) - Nursing transfer credits - 72 credits</u>	
<u>CREDITS</u>	<u>(General courses) - Other transfer credits - 8 credits</u>	
	<u>Total transfer credits - 108 credits</u>	

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HSC2310	Pathophysiology	4.0
HUM3000	World Literature *	4.0
HUM3010	History of Art Through the Middle Ages *	4.0
HUM3020	History of Art Through Modern Times *	4.0
HUM3100	Introduction to Philosophy *	4.0
MTH3800	Statistics *	4.0
SSC2220	Principles of Microeconomics *	4.0
SSC3100	Principles of Sociology *	4.0
Open	General Education Elective	4.0
Open	General Education Elective	4.0

Number of Credit/Clock Hrs. in Specialty:	<u>112</u>	/	<u> </u>	Percentage:	<u>60%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>12</u>	/	<u> </u>	Percentage:	<u>6%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>64</u>	/	<u> </u>	Percentage:	<u>34%</u>

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

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

The library is located within the lower level of Brown Mackie College - Merrillville campus.

Hours of access: Monday: 8:00 am - 9:30 pm

Tuesday: 8:00 am - 9:30 pm

Wednesday: 8:30 am - 5:00 pm

Thursday: 8:00 am - 9:30 pm

Friday: 8:30 am - 5:00 pm

Staff: 1 full-time librarian MLS degree – Judy Hickman

2. Number of volumes of professional material:

4,271 volumes (total library collection)

3. Number of professional periodicals subscribed to:

29 Professional periodicals - hard copy

2,492 scholarly journals online through ProQuest - students access online information through their student portals.

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

There are 16 public libraries in the communities in Northwest Indiana where the campus is located. Students most often utilize the Lake County Public Library, which is located a few miles from the campus.

Lake County Libraries

[Crown Point Community Library](#)

[East Chicago Public Library](#)

[Gary Public Library](#)

[Hammond Public Library](#)

[Lake County Public Library](#)

[Lowell Public Library](#)

[Whiting Public Library](#)

Porter County Libraries

Hebron Public Library
Kouts Public Library
Portage Public Library
Porter County Public Library
South Haven Public Library
Valparaiso Public Library
Westchester Public Library

LaPorte County Libraries

LaPorte County Public Library
Michigan City Public Library

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 16 **Full-time:** 5 **Part-time:** 11

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Atrosh, Dianna	MSEd BA in Elementary Ed.	14	4			X
Ballard, Keith	BS in Organizational and Human Behavior BS in Psychology	11	5	7		X
Brack, Tiffany	MPA in Public Management MBA in Business Management BA, AS in Business Management	7	5	0	X	
Brown, Robin	Masters in Management of Information Systems BS in Biology / Pre Med.	15	4	15		X
Collins, Cassandra	Bachelors in English - Education	3	2	1		X

Gregar-Skillman, Kristie	MBA in Accounting BS in CIS	18	1.5	3		X
Hartzler, Roger	Cert in Accounting BSEd in Elementary ed.	20	13	20		X
Jeffries, Theresa	BS, Nursing AS, Nursing	13	7	0		X
Larrabee, John	MA in Theater BA in English Education	27	3	20		X
Little-Wynn, Annette	MBA in Human Resources MS in Mathematics	6	4	1	X	
Paradzinski, Thomas	MS in Industrial Relations BS in Industrial Management	27	2	8	X	
Robinson-Carr, Te-Ultralla	MBA in Human Resources BA in Applied Management	9	5	9		X

Sebestyen, Jan	MA in History					
	BA in History	15	10	15	X	
	AA in Child Development					
Williams, Angela	BS, Nursing	11	5	0	X	
	AS, Nursing					
Winkler, Ashley	MAEd in Secondary Education	Less than one year	Less than one year	Less than one year		X
	BA in Accounting					
	AA in Fine Arts					
Woods, Rachael	MBA in Business Administration					X
	BA in Public Affairs	10	3	0		
	AAS in Criminal Justice					

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

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

Institution: Brown Mackie College – Merrillville
Degree Program: Bachelor of Science – Nursing
Locations: Merrillville, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO The graduate will already by a RN as the admissions requirement for the programs is a current RN license.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO The graduate will already by a RN as the admissions requirement for the programs is a current RN license.

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NOT REQUIRED – THERE IS AN OPTIONAL PROGRAMMATIC ACCREDITATION

If so, please identify the specialized accrediting agency:

Optional programmatic accreditation agency:

Commission on Collegiate Nursing Education (CCNE)

One Dupont Circle NW, Suite 530, Washington, DC 20036-1120

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Brown Mackie College – South Bend

Name of Program Nursing

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

Name of Person Preparing this Form Connie Adelman, VP of Campus Services

Telephone Number 513-830-2012 Application Type

Date the Form was Prepared December 19, 2012 ☒ New ☐ Renewal

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

The bachelor's degree program in Nursing is designed to prepare the students to enhance the professional knowledge and role of the licensed registered nurse. The program is supported with a foundation of general education courses based in communication, humanities, and natural/behavioral sciences. The curriculum is enhanced through the integration of theory and practicum to expand the knowledge of evidence-based practice, leadership, and community health incorporating principles of learning, quality care, and patient safety within a multicultural population.

This bachelor's degree program in Nursing has been developed as a completion program for licensed Registered Nurses who have graduated from an accredited associate or diploma program. Additional course work may be required to meet the general education and prerequisite requirement for the courses included in the program.

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

NAME OF PROGRAM: Nursing (Bachelor's Degree Completion Program)

TOTAL COURSE HOURS: 188 Check one: Quarter Hours ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 72 weeks TUITION: \$25,120

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
NUR3000	Transition to Professional Nursing	4.0
NUR3500	Leadership in a Diverse Society	4.0
NUR3702	Introduction to Nursing Research	4.0
NUR3704	Research and Evidence-Based Practice	4.0
NUR3550	Financial Management for Nurses	4.0
NUR4500	Managing Quality Care and Patient Safety	4.0
NUR4600	Health Promotion in Cultural Context	4.0
NUR4751	Caring for Community I: Settings and Approaches	4.0
NUR4752	Caring for Community II: Populations	4.0
NUR4800	Introduction to Specialties: Holistic Nursing	4.0
NOTE:	(Liberal Arts Courses) - General Education transfer credits - 28 credits	
TRANSFER	(Specialty courses) - Nursing transfer credits - 72 credits	
CREDITS	(General courses) - Other transfer credits - 8 credits	
	Total transfer credits - 108 credits	

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HSC2310	Pathophysiology	4.0
HUM3000	World Literature *	4.0
HUM3010	History of Art Through the Middle Ages *	4.0
HUM3020	History of Art Through Modern Times *	4.0
HUM3100	Introduction to Philosophy *	4.0
MTH3800	Statistics *	4.0
SSC2220	Principles of Microeconomics *	4.0
SSC3100	Principles of Sociology *	4.0
Open	General Education Elective *	4.0
Open	General Education Elective *	4.0

Number of Credit/Clock Hrs. in Specialty:	<u>112</u>	/	<u> </u>	Percentage:	<u>60%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>12</u>	/	<u> </u>	Percentage:	<u>6%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>64</u>	/	<u> </u>	Percentage:	<u>34%</u>

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

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

- The Library is on the third floor of the main campus of BMC-SB, located at 3454 Douglas Avenue, South Bend, IN, 46635.
- Students can access the library any time the building is open for business or classes. Our hours of business are Mon., Tues., and Thur. from 7:30am to 9:50pm, Weds., 7:30am to 8:00pm, and Fri., 7:30am to 5:00pm,. This gives students around 66 total hours of library access a week.

We have one full-time Librarian with an MLIS-from an ALA accredited-institution who functions as the library director. We have one full-time staff member, with a bachelor's minor in library science, who serves as assistant librarian.

2. Number of volumes of professional material:

- Not including general education titles, we have over 2150 volumes specifically related to Nursing subjects. Conventional library collection development standards suggest that a good associates' level subject collection should include approximately 500 volumes in that discipline – this collection would be considered excellent for a bachelor's level program.

3. Number of professional periodicals subscribed to:

- As of FY2011, all BMC librarians were instructed by the Vice President for Academics at BMC Central Services to discontinue subscribing to any print journals that were also available electronically through EDMC consortial databases. Consequently, the BMC-SB library does not subscribe to any print allied health or nursing journals, because all of the journals we originally had in print form are available in electronic format.
- That said, our databases do give us access to many journals in an electronic format. According to our subscription information, there are over 230 Nursing journals and 7000 Allied Health and Biological Sciences journals available for our students electronically.

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

- Of those e-journals mentioned above, approximately 60 are related to Laboratory Sciences.

Indiana University, South Bend

Franklin D. Schurz Library

South Bend, Indiana 46634

This campus is approximately 2 miles away; all Indiana residents with a Driver's License or State ID can check out some materials from this library.

University of Notre Dame

Hesburgh Library

Notre Dame, IN 46556

This campus is approximately 2 miles away; our students are very welcome to use resources in-house, however, they are not allowed to check out materials. The Law library at Notre Dame has particularly been kind and helpful to some of our business and Criminal Justice students.

Saint Mary's College

Cushwa-Leighton Library

Notre Dame, IN 46556

This campus is approximately 2 miles away; or students are welcome to use resources in-house, however, they are not allowed to check-out materials.

Holy Cross College

McKenna Library

Notre Dame, IN 46556 United States

This campus is approximately 2 miles away; our students are welcome to use resources in-house, however, they are not allowed to check out materials.

Bethel College Library

Bowen Library

Mishawaka, IN 46545

This campus is approximately 3 miles away; our students are welcome to use resources in-house, however, they are not allowed to check out materials.

South Bend Medical Foundation Library

530 N Lafayette Blvd

South Bend, Indiana 46601

This library is approximately 3 miles away, and offers primarily information on health and medical topics.

Saint Joseph County Public Library

South Bend, IN 46601

Located approximately 4 miles away, this library system always ranks within the top 100 of the American Library Association's Annual Best Public Libraries Roster. St. Joseph County residents can check out materials for free.

Ivy Tech Community College South Bend

South Bend, Indiana 46601

Located approximately 4 miles away, our students are welcome to use resources in-house, however, they are not allowed to check out materials.

Niles District LIBRARY

620 E Main St

Niles, Michigan 49120-2690

Elkhart Public Library

Elkhart, IN 46516

Located approximately 12 miles away from BMC-SB, this library allows residents of Elkhart County to check materials out for free.

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 10 **Full-time:** 5 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Barbara Ann Borkowski	MSN	35	4	0	X	
Brenda Engel	MBA	20	2	4		X
Dawn Frasier	MDiv	6	12	0		X
Tisha Fry	MSN	17	4	0	X	
Lisa Gay	MSN	8	7	0	X	
Rachel Rice	MS	15	5	0		X
Judy Sherwood	MA	20	4	0	X	
Michael Sommer	MS	10	5	2		X
Lisa Tolliver	MS	15	7	8	X	
Laura Yeager	MS	6	1	12		X

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

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

Institution: Brown Mackie College – South Bend
Degree Program: Bachelor of Science – Nursing
Locations: South Bend, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO The graduate will already by a RN as the admissions requirement for the programs is a current RN license.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO The graduate will already by a RN as the admissions requirement for the programs is a current RN license.

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NOT REQUIRED – THERE IS AN OPTIONAL PROGRAMMATIC ACCREDITATION

If so, please identify the specialized accrediting agency:

Optional programmatic accreditation agency:

Commission on Collegiate Nursing Education (CCNE)

One Dupont Circle NW, Suite 530, Washington, DC 20036-1120

BOARD FOR PROPRIETARY EDUCATION

Tuesday March 19, 2013

DECISION ITEM A-2:

ITT Technical Institute: **A.A.S. and B.S. in Software Development Degree** **Programs at Six Locations**

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree and B.S. degree program in Software Development at six locations in accordance with the background discussion in this agenda item and the Application for Degree Approval.

That the Board for Proprietary Education approve the A.A.S. degree and B.S. degree program in Software Development at South Bend with the stipulation that Instructor Qualification Records and documentation for each program be submitted to the Board staff prior to the start date of these programs.

Background

Institution Profile

ITT Technical Institute is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS). The institution has five campuses in Indiana: Fort Wayne, Indianapolis, Merrillville, Newburgh, and South Bend. ACICS accredits ITT Technical Institute in 38 states including Indiana. Listed below are the five campuses ITT Technical Institute operates in Indiana and their enrollment of Fall 2011 as reported to the National Center for Education Statistics:

Fort Wayne	628
Indianapolis	7,164
Indianapolis East	No Data Available
Merrillville	381
Newburgh	528
South Bend	480

Degree Program Profiles

*Associate of Applied Science (A.A.S.) in
Software Development
(Fort Wayne, Indianapolis East, Indianapolis North,
Merrillville, Newburgh, South Bend)*

This program consists of 93 quarter credit hours, with 76% of the courses in the specialty. The Fort Wayne faculty consists of seven individuals, of whom one is full-time and six are part-time. Of the seven individuals, one has J.D., of the remaining faculty, six have a Master's degree. The Indianapolis East faculty consists of six individuals, of whom all are part-time. Of the six individuals, four have a Master's degree and two have a Bachelor's degree. The Indianapolis North faculty consists of 19 individuals, of whom five are full-time and 14 are part-time. Of the 19 individuals, one has a Ph.D., 14 have a Master's degree, and the remaining four have a Bachelor's degree. The Merrillville faculty consists of 11 individuals, of whom five are full-time and six are part-time. Of the 11 individuals, nine have a Master's degree, of the remaining faculty, two have a Bachelor's degree. The Newburgh faculty consists of 12 individuals, of whom three are full-time and nine are part-time. Of the 12 individuals, nine have a Master's degree, of the remaining faculty, three have a Bachelor's degree. The South Bend faculty has not been hired.

*Bachelor of Science (B.S.) in
Software Development
(Fort Wayne, Indianapolis East, Indianapolis North,
Merrillville, Newburgh, South Bend)*

This program consists of 180 quarter credit hours, with 70% of the courses in the specialty. The Fort Wayne faculty consists of seven individuals, of whom one is full-time and six are part-time. Of the seven individuals, one has a J.D., of the remaining faculty six have a Master's degree. The Indianapolis East faculty consists of six individuals, of whom all are part-time. Of the six individuals four have a Master's degree and two have a Bachelor's degree. The Indianapolis North faculty consists of 17 individuals, of whom two are full-time and 15 are part-time. Of the 17 individuals, one individual has a Ph. D., and one individual has Ed.D., of the remaining faculty, 15 have a Master's degree. The Merrillville faculty consists of 11 individuals, of whom five are full-time and six are part-time. Of the 11 individuals, nine have a Master's degree, of the Remaining, faculty two have a Bachelor's degree. The Newburgh faculty consists of 12 individuals, of whom three are

full-time and nine are part-time. Of the 12 individuals, nine have a Master's degree, of the remaining faculty, three have a Bachelor's degree. The South Bend faculty has not been hired.

Supporting Documents

Degree Applications

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Fort Wayne

Name of Program Software Development Program, Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Managers

Telephone Number 317-582-0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of fundamental skills used in entry-level software development, software analysis and application design positions. Students will be exposed to various aspects of programming, databases, website design and the development of a software product.

This program offers graduates an opportunity to develop knowledge and skills that they can use to help them pursue careers in a variety of entry-level programming, application design and software development positions, such as Web developer, systems analyst, database programmer or testing analyst.

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

NAME OF PROGRAM: Software Development

TOTAL COURSE HOURS: 93 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☒

LENGTH OF PROGRAM: 7 Quarters TUITION: \$45,849 (Residence)
\$39,618 (Online)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Professional Communications+	4.5 / 45
GS2747	Advanced Strategies for the Technical Professional	3.0/ 40

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5 / 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5 / 45

Number of Credit/Clock Hrs. in Specialty:	<u>70.5</u>	/	<u>862</u>	Percentage:	<u>76%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>22.5</u>	/	<u>236</u>	Percentage:	<u>24%</u>
TOTAL	93		1098		

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	_____	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The library is located at 2810 Dupont Commerce Court, Fort Wayne, IN, first hallway to the left off the main lobby. The hours of operation are: Monday-Friday 8:00 a.m. to 9:00 p.m., Saturday 8:30 a.m. to 12:30 p.m. ITT's Virtual Library is available at any time from any location through an Internet connection and standard Web browser. The URL is <http://www.itt-tech.library.com>. Library personnel consist of the following:

Library Assistant
Work-study Assistants
Evening Supervisor

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The on-site library has 2580 volumes of professional material.

The Virtual Library has licensed approximately 35,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

33 (Onsite) The Virtual Library has licensed access to several large periodical databases representing over 12,000 magazines and journals. These databases include approximately 10+ years of back-issues for most titles. Of the 12,000, approximately 4600 are non-business.

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

Students in the Indianapolis area have access to the following libraries:

Students have access to the following additional facilities:

Allen County Public Libraries

Indiana University-Purdue University at Fort Wayne

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

Total # of Faculty in the Program:	7	Full-time:	1	Part-time:	6

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Billian, M.	M.S.	13	8 mos.	0		X
Edwards, T.	M.S.Ed.	40	6	40		X
Ratcliff, J.	M.A.	3	2	2	X	
Riddle, J.	M.I.S.M.	2	1	2		X
Robison, J.	M.S.	9	2	6		X
Schroeder, J.	M.A.	32	4	0		X
Urberg, R.	J.D.	10	1	2		X

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

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

Institution: ITT Technical Institute
Degree Program: Software Development (AAS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Indianapolis (East campus)

Name of Program Software Development Program, Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Managers

Telephone Number 317-582-0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of fundamental skills used in entry-level software development, software analysis and application design positions. Students will be exposed to various aspects of programming, databases, website design and the development of a software product.

This program offers graduates an opportunity to develop knowledge and skills that they can use to help them pursue careers in a variety of entry-level programming, application design and software development positions, such as Web developer, systems analyst, database programmer or testing analyst.

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

NAME OF PROGRAM: Software Development

TOTAL COURSE HOURS: 93 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☒

LENGTH OF PROGRAM: 7 Quarters TUITION: \$45,849 (Residence)
\$39,618 (Online)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Professional Communications+	4.5 / 45
GS2747	Advanced Strategies for the Technical Professional	3.0/ 40

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5 / 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5 / 45

Number of Credit/Clock Hrs. in Specialty:	<u>70.5</u>	/	<u>862</u>	Percentage:	<u>76%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>22.5</u>	/	<u>236</u>	Percentage:	<u>24%</u>
	TOTAL		93		1098
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	_____	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Library Resource Center (LRC) is located on the first floor of the school at 9511 Angola Ct., Indianapolis, IN 46268. It is open to students from 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday. A full time librarian and a full time library assistant staff the LRC. The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The onsite LRC collection will contain approximately 230 volumes of professional materials available to students. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The onsite LRC has approximately 20 periodicals. The Virtual Library has licensed access to several large periodical databases representing over 12,000 magazines and journals. These databases include approximately 10+ years of back-issues for most titles. Of the 12,000, approximately 4600 are non-business.

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

Students in the Indianapolis area have access to the following libraries:

*Indianapolis-Marion County Public Library System
Indiana State Library, Indianapolis
Indiana Historical Society Library, Indianapolis
Indiana University Purdue University at Indianapolis (IUPUI) Libraries
University of Indianapolis Library*

oc.: degreappform.doc

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

Total # of Faculty in the Program:	6	Full-time:	0	Part-time:	6

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Brown, Don	B.S.	15	Less than 1	5		X
Norris, Ryan	M.F.A	2	Less than 1	2		X
Peacock, Sandra	M.S	5	Less than 1	5		X
Smith, Brent	M.B.A	16	Less than 1	8		X
Steward, David	B.S	7	Less than 1	0		X
Tyler, Will	M.Ed	12	Less than 1	6		X

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

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

Institution: ITT Technical Institute
Degree Program: Software Development (AAS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

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

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Indianapolis (North campus)

Name of Program Software Development Program, Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Managers

Telephone Number 317-582-0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of fundamental skills used in entry-level software development, software analysis and application design positions. Students will be exposed to various aspects of programming, databases, website design and the development of a software product.

This program offers graduates an opportunity to develop knowledge and skills that they can use to help them pursue careers in a variety of entry-level programming, application design and software development positions, such as Web developer, systems analyst, database programmer or testing analyst.

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

NAME OF PROGRAM: Software Development

TOTAL COURSE HOURS: 93 Check one: Quarter Hours ☒
 Semester Hours ☐
 Clock Hours ☒ X

LENGTH OF PROGRAM: 7 Quarters TUITION: \$45,849 (Residence)
\$39,618 (Online)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Professional Communications+	4.5 / 45
GS2747	Advanced Strategies for the Technical Professional	3.0/ 40

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5 / 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5 / 45

Number of Credit/Clock Hrs. in Specialty:	<u>70.5</u>	/	<u>862</u>	Percentage:	<u>76%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>22.5</u>	/	<u>236</u>	Percentage:	<u>24%</u>
TOTAL	93		1098		

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	_____	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Library Resource Center (LRC) is located on the first floor of the school at 9511 Angola Ct., Indianapolis, IN 46268. It is open to students from 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday. A full time librarian and a full time library assistant staff the LRC. The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The current on-site LRC collection estimates 1735 volumes of professional material. The Virtual Library has licensed approximately 35,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 24. The current on-site LRC professional periodical subscriptions are 12. The Virtual Library has licensed access to several large periodical databases representing over 12,000 magazines and journals. These databases include approximately 10+ years of back-issues for most titles. Of the 12,000, approximately 4600 are non-business.

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

*Students in the **Indianapolis** area have access to the following libraries:*

Butler University
Carmel Clay Public Library (and other local public libraries)
Christian Theological Seminary Library, Indianapolis
Indianapolis-Marion County Public Library System
Indiana State Library, Indianapolis
Indiana Historical Society Library, Indianapolis
Indiana University Purdue University at Indianapolis (IUPUI) Libraries
University of Indianapolis Library

oc.: degreappform.doc

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

Total # of Faculty in the Program:	12	Full-time:	6	Part-time:	6

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

INDIANAPOLIS CAMPUS-RESIDENCE

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Albin, William	MA Science	24	8	0	X	
Boone, Robert	BS ISS	9	1	0		X
Boudaia, Mohammed	BS Mech. Engineer	25	22	0	X	
Dale, Kirk	MBA Bus. Manage.	10	Less than 1	0		X
Lederman, Leah	MA Eng Lit	5	2	3	X	
Rivers, Thaddeus	MIS	12	Less than 1	0		X
Rodriguez, Joe	MS Math	17	12	4		X
Roller, Ron	BAS AMT	16	16	0	X	
Rupocinski, Robert	MIT	7	Less than 1	0	X	
Tavares, Michael	MS Math	12	3	0		X
Tran, Cuong	BS – Media Arts	1	Less than 1	0		X

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

Total # of Faculty in the Program:	8	Full-time:	0	Part-time:	8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

INDIANAPOLIS CAMPUS-ONLINE

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Engelbert, Egon	M.S.	8	8	0		X
Halwani, Nasser	M.S.	11	3	11		X
Haynie, Gabriel	M.S.	1	1	0		X
Mercer, David	M.S.	2	2	0		X
Payne, Michael	M.B.A.	3	3	1		X
Taylor, Mike	M.S.	7	7	0		X
Vazquez Melendez, Osczar	Ed.D	11	7	4		X
Wolfe, Todd	M.B.A.	7	7	0		X

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

Institution: ITT Technical Institute
Degree Program: Software Development (AAS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

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

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Merrillville

Name of Program Software Development Program, Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Managers

Telephone Number 317-582-0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of fundamental skills used in entry-level software development, software analysis and application design positions. Students will be exposed to various aspects of programming, databases, website design and the development of a software product.

This program offers graduates an opportunity to develop knowledge and skills that they can use to help them pursue careers in a variety of entry-level programming, application design and software development positions, such as Web developer, systems analyst, database programmer or testing analyst.

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

NAME OF PROGRAM: Software Development

TOTAL COURSE HOURS: 93 Check one: Quarter Hours ☒
 Semester Hours ☐
 Clock Hours ☒
 \$45,849 (Residence)
 LENGTH OF PROGRAM: 7 Quarters TUITION: \$39,618 (Online)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Professional Communications+	4.5 / 45
GS2747	Advanced Strategies for the Technical Professional	3.0/ 40

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5 / 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5 / 45

Number of Credit/Clock Hrs. in Specialty:	<u>70.5</u>	/	<u>862</u>	Percentage:	<u>76%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>22.5</u>	/	<u>236</u>	Percentage:	<u>24%</u>
	TOTAL		93		1098
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	_____	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Library Resource Center (LRC) is located at the new campus at 8488 Georgia Street, Merrillville, IN. Library hours are Monday 1:00 pm to 5:00 pm, Tuesday, Wednesday and Friday 11:30 am to 8:00 pm, and Thursday 8:00 am to 4:30 pm. Library hours will be adjusted as the campus census dictates. However, the Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses.

2. Number of volumes of professional material:

The on-site LRC collection estimates 189 volumes of professional material.

The Virtual Library has licensed over 31,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The on-site LRC professional periodical subscriptions are 11.

The Virtual Library currently provides access to over 16,000 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through twelve databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years.

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

Students in the **Merrillville** area have access to the following libraries:

- East Chicago Public Library
- Lake County Public Library
- Gary Public Library

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

Total # of Faculty in the Program:	11	Full-time:	5	Part-time:	6

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Carpenter, Marvin	B.A.S.	16	1	12		X
Chapman, Debra	M.S.W.	9	1	0		X
Freeman-Jones, Ryan	M.S.	5	2	0	X	
Grant, Anthony	M.S.	2	1	2	X	
Hodges, Norval	B.S.	7	1	7		X
Ignatovski, Martin	M.S.	4	2	0	X	
Knazur, Jaycob	M.A.	1	1	1		X
Marrero, Benjamin	M.S.	29	2	9	X	
Medina, Veronica	M.A.	7	2	1		X
Poineau, John	M.A.	39	2	39		X
Rossner, Carly	M.S.	3	2	2	X	

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

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

Institution: ITT Technical Institute
Degree Program: Software Development (AAS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

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

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Newburgh

Name of Program Software Development Program, Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Managers

Telephone Number 317-582-0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of fundamental skills used in entry-level software development, software analysis and application design positions. Students will be exposed to various aspects of programming, databases, website design and the development of a software product.

This program offers graduates an opportunity to develop knowledge and skills that they can use to help them pursue careers in a variety of entry-level programming, application design and software development positions, such as Web developer, systems analyst, database programmer or testing analyst.

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

NAME OF PROGRAM: Software Development

TOTAL COURSE HOURS: 93 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☒

LENGTH OF PROGRAM: 7 Quarters TUITION: \$45,849 (Residence)
\$39,618 (Online)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Professional Communications+	4.5 / 45
GS2747	Advanced Strategies for the Technical Professional	3.0/ 40

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5 / 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5 / 45

Number of Credit/Clock Hrs. in Specialty:	<u>70.5</u>	/	<u>862</u>	Percentage:	<u>76%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>22.5</u>	/	<u>236</u>	Percentage:	<u>24%</u>
	TOTAL		93		1098
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	_____	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Learning Resource Center (LRC) is located at the institute at 10999 Stahl Road, Newburgh, IN. It is open to students from 8:00 a.m. until 9.30 p.m. Monday through Friday and 8:00 a.m. until 2:00 p.m. on Saturdays. Part-time personnel staff the LRC.

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The current on-site LRC collection estimates 638 volumes of professional material.

The Virtual Library has licensed over 31,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 25.

The Virtual Library currently provides access to over 16,000 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through twelve databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years.

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

Students in the *Newburgh/Evansville* area have access to the following libraries:

- University of Southern Indiana's Library Services, Evansville, IN.
- University of Evansville's University Library, Evansville, IN
- Willard Library, Evansville, IN
- McCullough Library, Evansville, IN
- Central Library, Evansville, IN

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

Total # of Faculty in the Program:	12	Full-time:	4	Part-time:	8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Dahlquist, Thomas	M.S	22	5	22		X
Dormeier, Fred	MBA	18	11	0		X
Hawa, Wadieh	BS	9	9	27	X	
Hunnicut, David	MIS	13	1	3	X	
Moshgbar, Farshad	MS	15	15	2	X	
Mitchell, Jon	BS	12	7	0		X
Nunnelly, Michael	MS	13	1	2		X
Paul, Angela	MS	17	17	0		X
Plunkett, Ralph	MIS	11	7	0		X
Scheller-Williams, F	BS	14	4	0		X
Wagner, Pamela	M.S.	7	2	6		X
Yazbeck, Helen	MA	9	3	2		X

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

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

Institution: ITT Technical Institute
Degree Program: Software Development (AAS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

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

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, South Bend

Name of Program Software Development Program, Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Managers

Telephone Number 317-582-0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of fundamental skills used in entry-level software development, software analysis and application design positions. Students will be exposed to various aspects of programming, databases, website design and the development of a software product.

This program offers graduates an opportunity to develop knowledge and skills that they can use to help them pursue careers in a variety of entry-level programming, application design and software development positions, such as Web developer, systems analyst, database programmer or testing analyst.

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

NAME OF PROGRAM: Software Development

TOTAL COURSE HOURS: 93 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☒

LENGTH OF PROGRAM: 7 Quarters TUITION: \$45,849 (Residence)
\$39,618 (Online)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Professional Communications+	4.5 / 45
GS2747	Advanced Strategies for the Technical Professional	3.0/ 40

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5 / 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5 / 45

Number of Credit/Clock Hrs. in Specialty:	<u>70.5</u>	/	<u>862</u>	Percentage:	<u>76%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>22.5</u>	/	<u>236</u>	Percentage:	<u>24%</u>
	TOTAL		93		1098
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	_____	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Library Resource Center (LRC) is located at the new campus at 17390 Dugdale Drive, South Bend. Library hours are 9 a.m. to 9 p.m. Monday through Friday and 9 a.m. to 2 p.m. on Saturday.

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The current on-site LRC collection estimates 300 volumes of professional material.

The Virtual Library has licensed over 31,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 15.

The Virtual Library currently provides access to over 16,000 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through twelve databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years.

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

Students in the South Bend area have access to the following libraries:

- Saint Joseph County Public Library (multiple branches)
- Indiana University South Bend
- Memorial Hospital of South Bend/Library Services

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

Total # of Faculty in the Program:	TBD	Full-time:		Part-time:	

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
TBD						

Any new faculty for the proposed program will be hired as needed approximately one (1) month in advance of the program start date so that they can familiarize themselves with the curriculum. As an institution regulated by the Indiana Board for Proprietary Education, the Indiana campuses will comply with standards relative to faculty qualifications.

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

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

Institution: ITT Technical Institute
Degree Program: Software Development (AAS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

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

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Fort Wayne

Name of Program Software Development Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Manager

Telephone Number 317.582.0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of skills utilized in entry-level software design, software administration and software development positions. Students will be exposed to knowledge and skills of programming, website design and development, and mobile application design and development.

This program offers students an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level programming, application design and software development positions, such as programmer, software engineer, web developer, and application developer.

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

NAME OF PROGRAM: Software Development

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐
 _____ Residence: \$88,740
 LENGTH OF PROGRAM: 14 Quarters TUITION: Online: \$76,680

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
SD3120	Programming in Open Source with LAMP+	4.5/ 56
SD3140	Introduction to Web Interface Design+	4.5 / 56
SD3220	Programming in Objective C+	4.5 / 56
SD3240	Creating Websites in LAMP Environment+	4.5/ 56
SD3320	Programming in Visual Basic+	4.5/ 56

SD3350	Application Development Using Objective C I+	4.5/ 56
SD3440	Creating Websites Using ASP.NET+	4.5/ 56
SD3450	Application Development Using Objective C II+	4.5/ 56
SD4550	Application Development Using Visual Studio I+	4.5/ 56
SD4555	Development for Web Analytics Applications+	4.5/ 56
SD4660	Security in Application Development+	4.5/ 56
SD4680	Cloud Computing with Google App Engine and Microsoft Windows Azure+	4.5/ 56
SD4799	Software Development Capstone Project+	4.5/ 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Communications	4.5/45

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5/ 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5/ 45
EN3220	Written Analysis+	4.5/ 45
MA3110	Statistics+	4.5 / 45
SS3150	Research Methods+	4.5/ 45
PY3150	Social Psychology	4.5/ 45
SP3450	Social Psychology+	4.5/ 45
HU4640	Ethics+	4.5/ 45
SC4730	Environmental Science+	4.5/ 56

Number of Credit/Clock Hrs. in Specialty:	<u>126</u>	/	<u>1554</u>	Percentage:	<u>70%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>54</u>	/	<u>562</u>	Percentage:	<u>30%</u>
Total	<u>180</u>		2116		

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	<u> </u>	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The library is located at 2810 Dupont Commerce Court, Fort Wayne, IN, first hallway to the left off the main lobby. The hours of operation are: Monday-Friday 8:00 a.m. to 9:00 p.m., Saturday 8:30 a.m. to 12:30 p.m. ITT's Virtual Library is available at any time from any location through an Internet connection and standard Web browser. The URL is <http://www.itt-tech.library.com>. Library personnel consist of the following:

- Library Assistant
- Work-study Assistants
- Evening Supervisor

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The on-site library has 2580 volumes of professional material.

The Virtual Library has licensed approximately 35,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

33 (Onsite) The Virtual Library has licensed access to several large periodical databases representing over 12,000 magazines and journals. These databases include approximately 10+ years of back-issues for most titles. Of the 12,000, approximately 4600 are non-business.

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

Students have access to the following additional facilities:

- Allen County Public Libraries

- Indiana University-Purdue University at Fort Wayne

Doc.: [degreappform.doc](#)

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

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

[illegible]

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

Institution: ITT Technical Institute
Degree Program: Software Development (BS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Indianapolis (East campus)

Name of Program Software Development Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Manager

Telephone Number 317.582.0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of skills utilized in entry-level software design, software administration and software development positions. Students will be exposed to knowledge and skills of programming, website design and development, and mobile application design and development.

This program offers students an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level programming, application design and software development positions, such as programmer, software engineer, web developer, and application developer.

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

NAME OF PROGRAM: Software Development

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

LENGTH OF PROGRAM: 14 Quarters TUITION: Residence: \$88,740
 Online: \$76,680

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
SD3120	Programming in Open Source with LAMP+	4.5/ 56
SD3140	Introduction to Web Interface Design+	4.5 / 56
SD3220	Programming in Objective C+	4.5 / 56
SD3240	Creating Websites in LAMP Environment+	4.5/ 56
SD3320	Programming in Visual Basic+	4.5/ 56

SD3350	Application Development Using Objective C I+	4.5/ 56
SD3440	Creating Websites Using ASP.NET+	4.5/ 56
SD3450	Application Development Using Objective C II+	4.5/ 56
SD4550	Application Development Using Visual Studio I+	4.5/ 56
SD4555	Development for Web Analytics Applications+	4.5/ 56
SD4660	Security in Application Development+	4.5/ 56
SD4680	Cloud Computing with Google App Engine and Microsoft Windows Azure+	4.5/ 56
SD4799	Software Development Capstone Project+	4.5/ 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Communications	4.5/45

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5/ 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5/ 45
EN3220	Written Analysis+	4.5/ 45
MA3110	Statistics+	4.5 / 45
SS3150	Research Methods+	4.5/ 45
PY3150	Social Psychology	4.5/ 45
SP3450	Social Psychology+	4.5/ 45
HU4640	Ethics+	4.5/ 45
SC4730	Environmental Science+	4.5/ 56

Number of Credit/Clock Hrs. in Specialty:	<u>126</u>	/	<u>1554</u>	Percentage:	<u>70%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>54</u>	/	<u>562</u>	Percentage:	<u>30%</u>
Total	<u>180</u>		2116		

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	<u> </u>	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Library Resource Center (LRC) will be conveniently located at the school and will be tentatively open to students from 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday (final schedule to be determined by enrollments).

The Virtual Library will be available to students at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The onsite LRC collection will contain approximately 230 volumes of professional materials available to students. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The onsite LRC has approximately 20 periodicals. The Virtual Library has licensed access to several large periodical databases representing over 12,000 magazines and journals. These databases include approximately 10+ years of back-issues for most titles. Of the 12,000, approximately 4600 are non-business.

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

*Students in the **Indianapolis** area have access to the following libraries:*

Indianapolis-Marion County Public Library System

Indiana State Library, Indianapolis

Indiana Historical Society Library, Indianapolis

Indiana University Purdue University at Indianapolis (IUPUI) Libraries

University of Indianapolis Library

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

Total # of Faculty in the Program:	6	Full-time:	0	Part-time:	6

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Brown, Don	B.S.	15	Less than 1	5		X
Norris, Ryan	M.F.A	2	Less than 1	2		X
Peacock, Sandra	M.S	5	Less than 1	5		X
Smith, Brent	M.B.A	16	Less than 1	8		X
Steward, David	B.S	7	Less than 1	0		X
Tyler, Will	M.Ed	12	Less than 1	6		X

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

Institution: ITT Technical Institute
Degree Program: Software Development (BS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

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

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

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

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Indianapolis (North campus)

Name of Program Software Development Technology Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Manager

Telephone Number 317.582.0712 Application Type

Date the Form was Prepared September 21, 2012 New ☒ X Renewal ☐

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

This program exposes students to a variety of skills utilized in entry-level software design, software administration and software development positions. Students will be exposed to knowledge and skills of programming, website design and development, and mobile application design and development.

This program offers students an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level programming, application design and software development positions, such as programmer, software engineer, web developer, and application developer.

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

NAME OF PROGRAM: Software Development

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

LENGTH OF PROGRAM: 14 Quarters TUITION: Residence: \$88,740
 Online: \$76,680

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
SD3120	Programming in Open Source with LAMP+	4.5/ 56
SD3140	Introduction to Web Interface Design+	4.5 / 56
SD3220	Programming in Objective C+	4.5 / 56
SD3240	Creating Websites in LAMP Environment+	4.5/ 56
SD3320	Programming in Visual Basic+	4.5/ 56

SD3350	Application Development Using Objective C I+	4.5/ 56
SD3440	Creating Websites Using ASP.NET+	4.5/ 56
SD3450	Application Development Using Objective C II+	4.5/ 56
SD4550	Application Development Using Visual Studio I+	4.5/ 56
SD4555	Development for Web Analytics Applications+	4.5/ 56
SD4660	Security in Application Development+	4.5/ 56
SD4680	Cloud Computing with Google App Engine and Microsoft Windows Azure+	4.5/ 56
SD4799	Software Development Capstone Project+	4.5/ 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Communications	4.5/45

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5/ 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5/ 45
EN3220	Written Analysis+	4.5/ 45
MA3110	Statistics+	4.5 / 45
SS3150	Research Methods+	4.5/ 45
PY3150	Social Psychology	4.5/ 45
SP3450	Social Psychology+	4.5/ 45
HU4640	Ethics+	4.5/ 45
SC4730	Environmental Science+	4.5/ 56

Number of Credit/Clock Hrs. in Specialty:	<u>126</u>	/	<u>1554</u>	Percentage:	<u>70%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>54</u>	/	<u>562</u>	Percentage:	<u>30%</u>
Total	<u>180</u>		2116		

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	<u> </u>	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Library Resource Center (LRC) is located on the first floor of the school at 9511 Angola Ct., Indianapolis, IN 46268. It is open to students from 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday. A full time librarian and a full time library assistant staff the LRC. The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The current on-site LRC collection estimates 1735 volumes of professional material. The Virtual Library has licensed approximately 35,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 24. The current on-site LRC professional periodical subscriptions are 12. The Virtual Library has licensed access to several large periodical databases representing over 12,000 magazines and journals. These databases include approximately 10+ years of back-issues for most titles. Of the 12,000, approximately 4600 are non-business.

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

Students in the **Indianapolis** area have access to the following libraries:

Butler University
Carmel Clay Public Library (and other local public libraries)
Christian Theological Seminary Library, Indianapolis
Indianapolis-Marion County Public Library System
Indiana State Library, Indianapolis
Indiana Historical Society Library, Indianapolis
Indiana University Purdue University at Indianapolis (IUPUI) Libraries
University of Indianapolis Library

Doc.: degreappform.doc

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

Total # of Faculty in the Program:	8	Full-time:	3	Part-time:	5

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

INDIANAPOLIS CAMPUS-RESIDENCE

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Albin, William	MA Science	24	8	0	X	
Liner, Annie	MS Psych.	7	1	6		X
Rodriguez, Joe	MS Math	17	12	4		X
Rupocinski, Robert	MIT	7	Less than 1	0	X	
Snaden, Mary	MA TESOL	16	2	14		X
Tavares, Michel	MS Math	12	3	0		X
Wilken, Curtis	PhD English	17	6	11		x

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

Total # of Faculty in the Program:	11	Full-time:	0	Part-time:	11

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

INDIANAPOLIS CAMPUS-ONLINE

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Chavez, Lawrence	M.S.	13	13	0		X
Engelbert, Egon	M.S.	8	8	0		X
Halwani, Nassar	M.S.	1	1	0		X
Mercer, David	M.S.	2	2	0		X
Othman, Hany	M.S.	4	3	4		X
Payne, Michael	M.B.A.	3	3	1		X
Taylor, Mike	M.S.	7	7	0		X
Vazquez Melendez, Oscar	Ed.D	11	7	4		X
Williams, Doyle	M.A.	9	6	9		X
Wolfe, Todd	M.B.A.	7	7	0		X

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

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

Institution: ITT Technical Institute
Degree Program: Software Development (BS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Newburgh

Name of Program Software Development Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Manager

Telephone Number 317.582.0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of skills utilized in entry-level software design, software administration and software development positions. Students will be exposed to knowledge and skills of programming, website design and development, and mobile application design and development.

This program offers students an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level programming, application design and software development positions, such as programmer, software engineer, web developer, and application developer.

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

NAME OF PROGRAM: Software Development

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

LENGTH OF PROGRAM: 14 Quarters TUITION: Residence: \$88,740
 Online: \$76,680

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
SD3120	Programming in Open Source with LAMP+	4.5/ 56
SD3140	Introduction to Web Interface Design+	4.5 / 56
SD3220	Programming in Objective C+	4.5 / 56
SD3240	Creating Websites in LAMP Environment+	4.5/ 56
SD3320	Programming in Visual Basic+	4.5/ 56

SD3350	Application Development Using Objective C I+	4.5/ 56
SD3440	Creating Websites Using ASP.NET+	4.5/ 56
SD3450	Application Development Using Objective C II+	4.5/ 56
SD4550	Application Development Using Visual Studio I+	4.5/ 56
SD4555	Development for Web Analytics Applications+	4.5/ 56
SD4660	Security in Application Development+	4.5/ 56
SD4680	Cloud Computing with Google App Engine and Microsoft Windows Azure+	4.5/ 56
SD4799	Software Development Capstone Project+	4.5/ 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Communications	4.5/45

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5/ 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5/ 45
EN3220	Written Analysis+	4.5/ 45
MA3110	Statistics+	4.5 / 45
SS3150	Research Methods+	4.5/ 45
PY3150	Social Psychology	4.5/ 45
SP3450	Social Psychology+	4.5/ 45
HU4640	Ethics+	4.5/ 45
SC4730	Environmental Science+	4.5/ 56

Number of Credit/Clock Hrs. in Specialty:	<u>126</u>	/	<u>1554</u>	Percentage:	<u>70%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>54</u>	/	<u>562</u>	Percentage:	<u>30%</u>
Total	<u>180</u>		2116		

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	<u> </u>	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Learning Resource Center (LRC) is located at the institute at 10999 Stahl Road, Newburgh, IN. It is open to students from 8:00 a.m. until 9.30 p.m. Monday through Friday and 8:00 a.m. until 2:00 p.m. on Saturdays. Part-time personnel staff the LRC.

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The current on-site LRC collection estimates 638 volumes of professional material.

The Virtual Library has licensed over 31,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 25.

The Virtual Library currently provides access to over 16,000 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through twelve databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years.

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

Students in the *Newburgh/Evansville* area have access to the following libraries:

- University of Southern Indiana's Library Services, Evansville, IN.
- University of Evansville's University Library, Evansville, IN
- Willard Library, Evansville, IN
- McCullough Library, Evansville, IN
- Central Library, Evansville, IN

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

Total # of Faculty in the Program:	12	Full-time:	4	Part-time:	8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Dahlquist, Thomas	M.S	22	5	22		X
Dormeier, Fred	MBA	18	11	0		X
Hawa, Wadie	BS	9	9	27	X	
Hunnicut, David	MIS	13	1	3	X	
Moshgbar, Farshad	MS	15	15	2	X	
Mitchell, Jon	BS	12	7	0		X
Nunnelly, Michael	MS	13	1	2		X
Paul, Angela	MS	17	17	0		X
Plunkett, Ralph	MIS	11	7	0		X
Scheller-Williams, F	BS	14	4	0		X
Wagner, Pamela	M.S.	7	2	6		X
Yazbeck, Helen	MA	9	3	2		X

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

Institution: ITT Technical Institute
Degree Program: Software Development (BS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, Merrillville

Name of Program Software Development Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Manager

Telephone Number 317.582.0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

This program exposes students to a variety of skills utilized in entry-level software design, software administration and software development positions. Students will be exposed to knowledge and skills of programming, website design and development, and mobile application design and development.

This program offers students an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level programming, application design and software development positions, such as programmer, software engineer, web developer, and application developer.

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

NAME OF PROGRAM: Software Development

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

LENGTH OF PROGRAM: 14 Quarters TUITION: Residence: \$88,740
 Online: \$76,680

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
NT1110	Computer Structure and Logic+	4.5 / 56
SD1230	Introduction to Application Design and Development+	4.5 / 56
SD1240	Creating Websites Using HTML and CSS+	4.5 / 56
PT1420	Introduction to Programming+	4.5 / 56
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+	4.5 / 56
SD1420	Introduction to Java Programming+	4.5 / 56
SD1430	Introduction to Mobile Operating Systems+	4.5 / 56
SD2520	Introduction to Database and XML with jQuery+	4.5 / 56
SD2550	Application Development Using Java I+	4.5 / 56
SD2650	Application Development Using Java II+	4.5 / 56
SD2670	Social Networking Applications and Technology+	4.5 / 56
SD2799	Software Development Capstone Project+	4.5 / 60
SD3120	Programming in Open Source with LAMP+	4.5/ 56
SD3140	Introduction to Web Interface Design+	4.5 / 56
SD3220	Programming in Objective C+	4.5 / 56
SD3240	Creating Websites in LAMP Environment+	4.5/ 56
SD3320	Programming in Visual Basic+	4.5/ 56

SD3350	Application Development Using Objective C I+	4.5/ 56
SD3440	Creating Websites Using ASP.NET+	4.5/ 56
SD3450	Application Development Using Objective C II+	4.5/ 56
SD4550	Application Development Using Visual Studio I+	4.5/ 56
SD4555	Development for Web Analytics Applications+	4.5/ 56
SD4660	Security in Application Development+	4.5/ 56
SD4680	Cloud Computing with Google App Engine and Microsoft Windows Azure+	4.5/ 56
SD4799	Software Development Capstone Project+	4.5/ 60
GS1140	Problem Solving Theory+	4.5/ 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2520	Communications	4.5/45

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I+	4.5 / 45
MA1310	College Mathematics II+	4.5/ 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
SP2750	Group Theory+	4.5/ 45
EN3220	Written Analysis+	4.5/ 45
MA3110	Statistics+	4.5 / 45
SS3150	Research Methods+	4.5/ 45
PY3150	Social Psychology	4.5/ 45
SP3450	Social Psychology+	4.5/ 45
HU4640	Ethics+	4.5/ 45
SC4730	Environmental Science+	4.5/ 56

Number of Credit/Clock Hrs. in Specialty:	<u>126</u>	/	<u>1554</u>	Percentage:	<u>70%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>54</u>	/	<u>562</u>	Percentage:	<u>30%</u>
Total	<u>180</u>		2116		

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	<u> </u>	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Library Resource Center (LRC) is located at the new campus at 8488 Georgia Street, Merrillville, IN. Library hours are Monday 1:00 pm to 5:00 pm, Tuesday, Wednesday and Friday 11:30 am to 8:00 pm, and Thursday 8:00 am to 4:30 pm. Library hours will be adjusted as the campus census dictates. However, the Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses.

2. Number of volumes of professional material:

The on-site LRC collection estimates 189 volumes of professional material.

The Virtual Library has licensed over 31,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The on-site LRC professional periodical subscriptions are 11.

The Virtual Library currently provides access to over 16,000 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through twelve databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years.

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

Students in the *Merrillville* area have access to the following libraries:

- East Chicago Public Library
- Lake County Public Library
- Gary Public Library

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

Total # of Faculty in the Program:	11	Full-time:	5	Part-time:	6

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Carpenter, Marvin	B.A.S.	16	1	12		X
Chapman, Debra	M.S.W.	9	1	0		X
Freeman-Jones, Ryan	M.S.	5	2	0	X	
Grant, Anthony	M.S.	2	1	2	X	
Hodges, Norval	B.S.	7	1	7		X
Ignatovski, Martin	M.S.	4	2	0	X	
Knazur, Jaycob	M.A.	1	1	1		X
Marrero, Benjamin	M.S.	29	2	9	X	
Medina, Veronica	M.A.	7	2	1		X
Poineau, John	M.A.	39	2	39		X
Rossner, Carly	M.S.	3	2	2	X	

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

Institution: ITT Technical Institute
Degree Program: Software Development (BS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution ITT Technical Institute, South Bend

Name of Program Software Development Online and Residence Delivery

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

Name of Person Preparing this Form Stephanie Brown, Regulatory Affairs Manager

Telephone Number 317.582.0712 Application Type

Date the Form was Prepared October 2, 2012 ☒ New ☐ Renewal

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

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This program offers students an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level programming, application design and software development positions, such as programmer, software engineer, web developer, and application developer.

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

NAME OF PROGRAM: Software Development

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

LENGTH OF PROGRAM: 14 Quarters TUITION: Residence: \$88,740
Online: \$76,680

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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SD2799	Software Development Capstone Project+	4.5 / 60
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SD3320	Programming in Visual Basic+	4.5/ 56

SD3350	Application Development Using Objective C I+	4.5/ 56
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SD3450	Application Development Using Objective C II+	4.5/ 56
SD4550	Application Development Using Visual Studio I+	4.5/ 56
SD4555	Development for Web Analytics Applications+	4.5/ 56
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<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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MA1310	College Mathematics II+	4.5/ 45
EN1320	Composition I+	4.5 / 56
EN1420	Composition II	4.5 / 45
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MA3110	Statistics+	4.5 / 45
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PY3150	Social Psychology	4.5/ 45
SP3450	Social Psychology+	4.5/ 45
HU4640	Ethics+	4.5/ 45
SC4730	Environmental Science+	4.5/ 56

Number of Credit/Clock Hrs. in Specialty:	<u>126</u>	/	<u>1554</u>	Percentage:	<u>70%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>54</u>	/	<u>562</u>	Percentage:	<u>30%</u>
Total	<u>180</u>		2116		

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	<u> </u>	Percentage:	<u>N/A</u>

All courses in the Software Development program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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

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

The Library Resource Center (LRC) is located at the new campus at 17390 Dugdale Drive, South Bend. Library hours are 9 a.m. to 9 p.m. Monday through Friday and 9 a.m. to 2 p.m. on Saturday.

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

The current on-site LRC collection estimates 300 volumes of professional material.

The Virtual Library has licensed over 31,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 15.

The Virtual Library currently provides access to over 16,000 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through twelve databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years.

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

Students in the South Bend area have access to the following libraries:

- Saint Joseph County Public Library (multiple branches)
- Indiana University South Bend
- Memorial Hospital of South Bend/Library Services

Doc.: degreappform.doc

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

Total # of Faculty in the Program:	TBD	Full-time:		Part-time:	

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
TBD						

Any new faculty for the proposed program will be hired as needed approximately one (1) month in advance of the program start date so that they can familiarize themselves with the curriculum. As an institution regulated by the Indiana Board for Proprietary Education, the Indiana campuses will comply with standards relative to faculty qualifications.

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

Institution: ITT Technical Institute
Degree Program: Software Development (BS)
Locations: Indianapolis North, Indianapolis East, Fort Wayne, Merrillville, Newburgh, South Bend

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? NO

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? NO

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? NO

If so, please identify the specialized accrediting agency:

BOARD FOR PROPRIETARY EDUCATION

Tuesday March 19, 2013

DECISION ITEM A-3:

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

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree in Business Administration, A.A.S. degree in Criminal Justice, A.A.S. degree in Information Technology, A.A.S. degree in Medical Administrative Assistant, A.A.S. degree in Medical Assisting, A.A.S. degree in Small Business Management, B.S. degree in Accounting, B.S. degree in Business Administration, B.S. degree in Criminal Justice, B.S. degree in Information Technology, B.S. degree in Management, and B.S. degree in Organizational Leadership in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

National American University is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association. The institution has one campus in Indiana at Indianapolis. HLC accredits National American University in 10 states including Indiana. National American University at Indianapolis was placed on Fully Authorized status in March of this year. The National Center for Education Statistics does not presently list the Indianapolis, Indiana campus.

Degree Program Profiles

Associate of Applied Science (A.A.S.) in Business Administration (Indianapolis)

This program consists of 93 quarter credit hours, with 58% of the courses in the specialty. The faculty consists of eight individuals, of whom all are part-time. Of the eight individuals, one has a Ph.D., one has an Ed.D., one has a J.D., of the remaining faculty, five have a Master's degree.

*Associate of Applied Science (A.A.S.) in
Criminal Justice
(Indianapolis)*

This program consists of 93 quarter credit hours, with 53% of the courses in the specialty. The faculty consists of eight individuals, of whom all are part-time. Of the eight individuals, one has a Ph.D., of the remaining faculty, seven have Master's degree.

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

This program consists of 93 quarter credit hours, with 58% of the courses in the specialty. The faculty consists of nine individuals, of whom all are part-time. Of the nine individuals, one has a Ph.D., one has a Ed.D., one has a J.D., of the remaining faculty, six have a Master's degree.

*Associate of Applied Science (A.A.S.) in
Medical Administrative Assistant
(Indianapolis)*

This program consists of 90.5 quarter credit hours, with 55% of the courses in the specialty. The faculty consists of 10 individuals, of whom all are part-time. Of the 10 individuals, one has a Ph.D., one has a J.D., of the remaining faculty, eight have a Master's degree.

*Associate of Applied Science (A.A.S.) in
Medical Assisting
(Indianapolis)*

This program consists of 101.5 quarter credit hours, with 54% of the courses in the specialty. The faculty consists of 10 individuals, of whom all are part-time. Of the 10 individuals, one has a Ph.D., one has a J.D., of the remaining faculty, eight have a Master's degree.

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

This program consists of 93 quarter credit hours, with 58% of the courses in the specialty. The faculty consists of eight individuals, of whom all are part-time. Of the eight individuals, one has a Ph.D., one has a Ed.D., one has a J.D., of the remaining faculty, five have a Master's Degree.

*Bachelor of Science (B.S.) in
Accounting
(Indianapolis)*

This program consists of 189 quarter credit hours, with 65% of the courses in the specialty. The faculty consists of eight individuals, of whom all are part-time. Of the eight individuals, one has a Ph.D., one has a J.D., of the remaining faculty, six have a Master's degree.

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

This program consists of 186 quarter credit hours, with 65% of the courses in the specialty. The faculty consists of eight individuals, of whom all are part-time. Of the eight individuals, one has a Ph.D., one has a Ed.D., one has a J.D., of the remaining faculty, five have a Master's degree.

*Bachelor of Science (B.S.) in
Criminal Justice
(Indianapolis)*

This program consists of 187.5 quarter credit hours, with 65% of the courses in the specialty. The faculty consists of eight individuals, of whom all are part-time. Of the eight individuals, one has a Ph.D., one has a J.D., of the remaining faculty, six have a Master's degree.

*Bachelor of Science (B.S.) in
Information Technology
(Indianapolis)*

This program consists of 186 quarter credit hours, with 65% of the courses in the specialty. The faculty consists of nine individuals, of whom all are part-time. Of the nine individuals, one has a Ph.D., one has a Ed.D., one has a J.D., of the remaining faculty, six have a Master's degree.

*Bachelor of Science (B.S.) in
Management
(Indianapolis)*

This program consists of 186 quarter credit hours, with 69% of the courses in the specialty. The faculty consists of eight individuals, of whom all are part-time. Of the eight individuals, one has a Ph.D., one has a Ed.D., one has a J.D., of the remaining faculty, five have a Master's degree.

*Bachelor of Science (B.S.) in
Organizational Leadership
(Indianapolis)*

This program consists of 187 quarter credit hours, with 65% of the courses in the specialty. The faculty consists of eight individuals, of whom all are part-time. Of the eight individuals, one has a Ph.D., one has a Ed.D., one has a J.D., of the remaining faculty, five have a Master's degree.

Supporting Documents

Degree Applications

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution National American University

Name of Program Associate of Applied Science – Business Administration

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic
Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

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

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

Graduates of this program will be qualified for a variety of entry-level positions in business sectors such as banking, finance, sales, insurance and management.

Student Learning Outcomes

Graduates of the program will:

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

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

NAME OF PROGRAM: Associate of Applied Science – Business Administration

TOTAL COURSE HOURS: 93 Check one: Quarter Hours ☒ Semester Hours ☐ Clock Hours ☐

LENGTH OF PROGRAM: 8 Quarters (full-time) TUITION: \$31,187.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000	International Business	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
	Business Elective	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	
EN2150	Interpersonal Professional Communications	4.5
	Science Elective	
	Algebra Elective	
	Humanities / Behavioral / Social Sciences	4.5
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0
	Intro to CIS or CI Elective	4.5

Number of Credit/Clock Hrs. in Specialty:	<u>54</u>	/	<u>93</u>	Percentage:	<u>58%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>39</u>	/	<u>93</u>	Percentage:	<u>42%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>39</u>	/	<u>97.5</u>	Percentage:	<u>40%</u>

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Psychology
Business	Humanities	Sciences
Children	International	Social science
Education	Law	Women's interest
General interest	Military	
	Multicultural	

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

Academic Search Premier (EBSCOhost)

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

Credo General Reference Premium (Credo)

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

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFILE Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics,

online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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

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

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:**Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder
Bureau of Labor Statistics
Information Please Almanac
Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical
National Center for Health Statistics
Occupational Outlook Handbook
Statistical Abstracts
United States Government Manual
The World FactBook
United States Government Manual

Online Library Catalog (Books & Electronic Books)**National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Westfield Washington Public
Library
333 West Hoover Street
Westfield, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Associate of Applied Science in Business Administration does not have any post-graduation or licensure requirements.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 8 Full-time: Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 years		6 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Associate of Applied Science – Business Administration**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Associate of Applied Science – Criminal Justice

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic
Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

For students whose goal is to pursue a career in the field of criminal justice, National American University offers the criminal justice associate of applied science degree. The curriculum is designed to provide students with a foundation in the knowledge, skills, and abilities for the criminal justice career field. Students who earn the associate of applied science degree are prepared for entry-level employment in policing, courts, and corrections. Policing and institutional corrections employment will also require the completion of a training academy. The associate degree can be a requirement for entry-level employment in various criminal justice agencies and is often criteria for higher skilled employment and higher pay scales. In some agencies, the associate of applied science degree can be a requirement or weighted factor in the promotion process. The student with an associate of applied science degree in criminal justice is qualified to apply for the positions of police patrol officer, court clerk, court bailiff, correctional officer, probation officer, parole officer, and some federal positions with the requisite law enforcement experience.

Students entering the criminal justice program should be aware that graphic images depicting violent crimes are utilized as teaching tools in various courses. Students should be prepared to view these images and to engage in discussions regarding these images as part of their required learning activities.

Program Goals

The program will:

- Provide students with the knowledge of the components of criminal justice: policing, courts, and corrections.
- Provide students with a systems theory perspective of how the criminal justice system is intended to work and the reality of how the system actually works, creating the issues and dilemmas that criminal justice professionals must manage and solve.
- Develop the teamwork skills of students to work on criminal justice teams to perform essential functions.

- Develop the written and oral skills of students to perform the essential communication functions of criminal justice work such as communication with personnel, government and the community.
- Encourage students to pursue continuing education and memberships in professional organizations.
- Prepare students for promotional opportunities in the criminal justice field and for seeking the bachelor's degree that will provide them with the skills needed to perform administrative tasks in criminal justice careers.

Student Learning Outcomes

Graduates of the program will:

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

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

NAME OF PROGRAM: Associate of Applied Science – Criminal Justice

TOTAL COURSE HOURS: 93 Check one: Quarter Hours ☒ Semester Hours ☐ Clock Hours ☐

LENGTH OF PROGRAM: 8 Quarters (full-time) TUITION: \$31,187.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CJ1000	Introduction to Criminal Justice	4.5
CJ1500	Criminological Theory	4.5
CJ2100	Criminal Law	4.5
CJ2150	Professionalism & Ethics in Criminal Justice	4.5
CJ2200	Policing in U.S. Society	4.5
CJ2300	U.S. Courts	4.5
CJ2400	U.S. Corrections	4.5
CJ3400	Constitutional Law in Criminal Justice	4.5
CJ	Criminal Justice Elective	4.5
CJ	Criminal Justice Elective	4.5
MT2050	Principles of Management	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	4.5
EN2150	Interpersonal Professional Communications	4.5
	Science Elective	4.5
	Algebra Elective	4.5
	Humanities Elective	4.5
	Behavioral / Social Sciences Elective	4.5
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0
	Intro to CIS or CI Elective	4.5

Number of Credit/Clock Hrs. in Specialty:	<u>49.5 /</u>	<u>93</u>	Percentage:	<u>53%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>43.5 /</u>	<u>93</u>	Percentage:	<u>47%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>43.5 /</u>	<u>93</u>	Percentage:	<u>47%</u>

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

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

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ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

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

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

Arts	Health	Psychology
Business	Humanities	Sciences
Children	International	Social science
Education	Law	Women's interest
General interest	Military	
	Multicultural	

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

Academic Search Premier (EBSCOhost)

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

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

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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

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- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:**CINAHL Plus With Full Text (EBSCO)**

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:**Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a day, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder
Bureau of Labor Statistics
Information Please Almanac
Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical
National Center for Health Statistics
Occupational Outlook Handbook
Statistical Abstracts
United States Government Manual
The World FactBook
United States Government Manual

Online Library Catalog (Books & Electronic Books)**National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:**Career Services website**

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:**Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:**Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:**A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12, 500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public
Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Associate of Applied Science in Criminal Justice does not have any post-graduation or licensure requirements.

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

Doc.: degreappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: _____ Full-time: _____ Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult & Community Education	13 years	2 months	2 yrs.		X
Hein, Jason Todd	Masters Degree Criminal Justice	13 years		N/A		X
Kemper, Ronald	Masters Degree Criminal Justice	30 years	3 months	5 yrs.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education Specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Associate of Applied Science – Criminal Justice**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Associate of Applied Science – Information Technology

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic
Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

This program of study provides education for various entry-level positions in the information systems field. Students are encouraged to work with their advisor to design a program in their area of interest, which may be in programming, database administration, Microsoft networking or software applications. Graduates may qualify for positions as computer operators, programmers or database administrators.

Student Learning Outcomes

Graduates of the program will:

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

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

NAME OF PROGRAM: Associate of Applied Science – Information Technology

TOTAL COURSE HOURS: 93

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 8 Quarters (full-time)

TUITION: \$31,187.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2430	Computer Concepts	4.5
CI3010	Linux	4.5
CI3091	Database Design and Management	4.5
CI3310	Website and Web Application Design	4.5
CI2000+	CI Electives	9.0
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
EC2050	Macroeconomics	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	4.5
EN2150	Interpersonal Professional Communications	4.5
	Science Elective	4.5
	Algebra Elective	4.5
	Humanities / Behavioral / Social Sciences Elective	4.5
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0
	Intro to CIS or CI Elective	4.5

Number of Credit/Clock Hrs. in Specialty: 54 / 93 Percentage: 58%
 Number of Credit/Clock Hrs. in General Courses: 39 / 93 Percentage: 42%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 39 / 93 Percentage: 42%

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

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

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

Arts	Health	Psychology
Business	Humanities	Sciences
Children	International	Social science
Education	Law	Women's interest
General interest	Military	
	Multicultural	

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

Academic Search Premier (EBSCOhost)

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

Credo General Reference Premium (Credo)

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

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NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

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Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

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- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:**CINAHL Plus With Full Text (EBSCO)**

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder
Bureau of Labor Statistics
Information Please Almanac
Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical
National Center for Health Statistics
Occupational Outlook Handbook
Statistical Abstracts
United States Government Manual
The World FactBook
United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:**Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:**Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:**A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Hussey-Mayfield Memorial
Library
250 North 5th Street
Zionsville, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Westfield Washington Public
Library
333 West Hoover Street
Westfield, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Associate of Applied Science in Information Technology does not have any post-graduation or licensure requirements.

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

Doc.: degreappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 9 Full-time: Part-time: 9

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 years		1 yr.		X
Liechty, Sarah	Master of Science -- Science Education Teaching	25 years	5 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 years		6 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stewart, Justin	Master of Business Administration	4 years		1 yr.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Associate of Applied Science – Information Technology**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Associate of Applied Science –Medical Administrative Assistant

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 Application Type

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

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

The medical administrative assistant program utilizes a combination of lecture and laboratory sessions to address both administrative and general topics. Students in the program must complete all professional courses in the curriculum with a minimum "C" grade.

Program Goals

The program will:

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

Student Learning Outcomes

Graduates of the program will:

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

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

NAME OF PROGRAM: Associate of Applied Science – Medical Administrative Assistant

TOTAL COURSE HOURS: 90.5 Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours

LENGTH OF PROGRAM: 8 Quarters (full-time) TUITION: \$30,185.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ME1100	Introduction to Medical Assisting	4.0
ME1150	Medical Terminology	4.0
ME1240	First Aid & Safety	1.0
ME1750	Medical Transcription I	4.0
ME2211	Human Pharmacology	4.0
ME2250	Medical Law & Ethics	4.0
ME2260	Medical Record Management	4.0
ME2510	Essentials of Pathophysiology I	3.0
ME2520	Essentials of Pathophysiology II	3.0
ME2600	Health Care Coding I	3.0
ME2610	Health Care Coding II	3.0
ME2620	Medical Procedures with Software Applications	4.0
MT2050	Principles of Management	4.5
AC2760	Accounting for Managers	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	
EN2150	Interpersonal Professional Communications	6.0
SC1221	Essentials of Anatomy & Physiology w/ Lab	
Or	Or	
SC1222D	Essentials of Anatomy & Physiology	4.5
	Algebra Elective	
	Humanities Elective	
PS2000	Human Growth and Development	4.5
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty:	<u>50</u> / <u>90.5</u>	Percentage:	<u>55%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>40.5</u> / <u>90.5</u>	Percentage:	<u>45%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>40.5</u> / <u>90.5</u>	Percentage:	<u>45%</u>

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

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

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

Arts
Business
Children
Education
General interest

Health
Humanities
International
Law
Military
Multicultural

Psychology
Sciences
Social science
Women's interest

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

Academic Search Premier (EBSCOhost)

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

Credo General Reference Premium (Credo)

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

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
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This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a day, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)**National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:**Career Services website**

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:**Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:**Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:**A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12, 500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public
Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Associate of Applied Science in Medical Administrative Assistant does not have any post-graduation or licensure requirements.

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

Doc.: degreappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: _____ Full-time: _____ Part-time: _____

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Edmonds, Carolyn	Master of Arts in Education	27 years	3.5 years	13.5 yrs.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Pierce, Jason	Master of Science – Nursing Administration	17 years	1 month	2 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Vincent, Cheryl	Master of Science – Nursing Education	15 years	2.75 years	4 yrs.		X
Weller, Joy	Master of Science – Nursing Education	9 years	1 month	14 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Associate of Applied Science – Medical Administrative Assistant**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution National American University

Name of Program Associate of Applied Science –Medical Assisting

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic

Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

The Associate of Applied Science Medical Assisting program at National American University prepares students from diverse backgrounds to perform entry-level administrative and clinical functions in outpatient healthcare settings. The university responds to the needs and expectations of the ever-changing healthcare environment including physicians, the public, employers, graduates, students, faculty, and nationally accepted standards of roles and functions. Through a student-centered competency-based curriculum, NAU utilizes cognitive, psychomotor, and affective learning domains to prepare students for a career within the scope of specific training and state law.

Program Goals

The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Prepare learners in the cognitive (knowledge), psychomotor (skills), and affective (behaviors) learning domains to become competent entry level medical assistants.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of further studies, continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program's community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
- Achieve and maintain specialized program accreditation.

Student Learning Outcomes

Graduates of the program will:

- Demonstrate entry-level skills, knowledge and behavior competence in content and administrative and clinical functions and procedures, including general operational functions, as defined by the Commission on Accreditation of Allied Health Education Programs Standards and Guidelines for Medical Assisting Educational Programs.
- Apply fundamental principles, regulations and statutes for performing within legal and ethical boundaries.
- Create a plan for becoming a certified medical assistant, membership in professional organizations, and continuing education.

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

NAME OF PROGRAM: Associate of Applied Science – Medical Assisting

TOTAL COURSE HOURS: 101.5

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 8 Quarters (full-time)

TUITION: \$33,793.50

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ME1100	Introduction to Medical Assisting	4.0
ME1150	Medical Terminology	4.0
ME1240	First Aid & Safety	1.0
ME2130	Clinical Science Lab I	2.0
ME2140	Clinical Science Lab II	2.0
ME2150	Clinical Science Lab III	2.0
ME2211	Human Pharmacology	4.0
ME2250	Medical Law & Ethics	4.0
ME2260	Medical Record Management	4.0
ME2400	Laboratory Techniques I	3.0
ME2410	Laboratory Techniques II	3.0
ME2510	Essentials of Pathophysiology I	3.0
ME2520	Essentials of Pathophysiology II	3.0
ME2600	Health Care Coding I	3.0
ME2620	Medical Office Procedures with Software Applications	4.0
ME3000	Medical Assisting Exam Review	3.0
ME3310	Medical Assisting Practicum	6.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or	Speech Or	4.5
EN2150	Interpersonal Professional Communications	
SC1232	Human Anatomy & Physiology I w/ Lab	6.0
SC1332	Human Anatomy & Physiology II w/ Lab	6.0
	Algebra Elective	4.5
	Humanities Elective	4.5
PS2000	Human Growth and Development	4.5
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty:	<u>55</u>	/	<u>101.5</u>	Percentage:	<u>54%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>46.5</u>	/	<u>101.5</u>	Percentage:	<u>46%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>46.5</u>	/	<u>101.5</u>	Percentage:	<u>46%</u>

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-

respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Psychology
Business	Humanities	Sciences
Children	International	Social science
Education	Law	Women's interest
General interest	Military	
	Multicultural	

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

Academic Search Premier (EBSCOhost)

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

Credo General Reference Premium (Credo)

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

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFILE Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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

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

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:**CINAHL Plus With Full Text (EBSCO)**

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:**Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

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Online Reference Books:

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Bureau of Labor Statistics
Information Please Almanac
Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical
National Center for Health Statistics
Occupational Outlook Handbook
Statistical Abstracts
United States Government Manual
The World FactBook
United States Government Manual

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Job Hunting/Career Information:**Career Services website**

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:**Computer & Internet Basics tutorials (LearningExpress)**

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, Macintosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:**Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:**A-to-Z: Electronic Full Text Journals (EBSCO)**

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12, 500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public
Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Associate of Applied Science in Medical Assisting does not have any post-graduation or licensure requirements.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 10 Full-time: _____ Part-time: 10

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Edmonds, Carolyn	Master of Arts in Education	27 years	3.5 years	13.5 yrs.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Pierce, Jason	Master of Science – Nursing Administration	17 years	1 month	2 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Vincent, Cheryl	Master of Science – Nursing Education	15 years	2.75 years	4 yrs.		X
Weller, Joy	Master of Science – Nursing Education	9 years	1 month	14 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: National American University
Degree Program: Associate of Applied Science – Medical Assisting
Locations: Indianapolis, Indiana

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Associate of Applied Science – Small Business Management

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic
Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

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

Program Goals

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

Student Learning Outcomes

- Apply introductory concepts and theories in financial accounting, management, marketing, economics, ethics and social responsibility, and entrepreneurship.
- Create a comprehensive business plan for a new business venture.
- Apply collaboration and teamwork concepts to small business management.

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

NAME OF PROGRAM: Associate of Applied Science – Small Business Management

TOTAL COURSE HOURS: 93 Check one: Quarter Hours ☒ Semester Hours ☐ Clock Hours ☐

LENGTH OF PROGRAM: 8 Quarters (full-time) TUITION: \$31,187.00

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
MG1050	Principles of Marketing	4.5
MG2300	Customer Service Relations	4.5
MT2050	Principles of Management	4.5
MT2100	Entrepreneurship & Small Business	4.5
MT2200	Franchising or Accounting Software Applications	4.5
MT2400	Small Business Management Operations	4.5
MT3650	Business Plan Development	4.5
2000+	Elective – Courses must be coded AC, CI, EC, FN, LA, MG, MT OL, or OM	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	4.5
EN2150	Interpersonal Professional Communications	4.5
	Science Elective	4.5
	Algebra Elective	4.5
	Humanities / Behavioral / Social Sciences Elective	4.5
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0
	Intro to CIS or CI Elective	4.5

Number of Credit/Clock Hrs. in Specialty: 54 / 93 Percentage: 58%
 Number of Credit/Clock Hrs. in General Courses: 39 / 93 Percentage: 42%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 39 / 93 Percentage: 42%

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

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

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

Arts	Health	Psychology
Business	Humanities	Sciences
Children	International	Social science
Education	Law	Women's interest
General interest	Military	
	Multicultural	

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

Academic Search Premier (EBSCOhost)

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

Credo General Reference Premium (Credo)

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

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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

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

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:**CINAHL Plus With Full Text (EBSCO)**

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:**Ancestry Library (SD State Library)**

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder
Bureau of Labor Statistics
Information Please Almanac
Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical
National Center for Health Statistics
Occupational Outlook Handbook
Statistical Abstracts
United States Government Manual
The World FactBook
United States Government Manual

Online Library Catalog (Books & Electronic Books)**National American University Catalog (SDLN)**

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

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Practice Tests & Mini e-Courses:**Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)**

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

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The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

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Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public
Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Associate of Applied Science in Small Business Management does not have any post-graduation or licensure requirements.

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

Doc.: degreappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 8 Full-time: Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 years		6 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Associate of Applied Science – Small Business Management**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

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

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Accounting

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic
Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

According to the Bureau of Labor Statistics (2008-09), most jobs in the field of accounting are held by individuals holding a bachelor's degree in accounting. Individuals who attain professional certification may have even greater opportunities. Economic growth and recent corporate scandals have increased the demand for well-qualified accounting graduates. The employment of accountants and auditors is expected to grow faster than the general employment average rate.

Given these trends, National American University offers a bachelor's degree in accounting that focuses on providing graduates with the fundamental competencies necessary to enter this growth profession. Course work focuses on the skills necessary to successfully pass the Certified Public Accountant (CPA) exam. Many states also require additional education requirements beyond the bachelor's degree for certification as a CPA. This degree program can be combined with additional undergraduate course work or the Master of Business Administration program to satisfy most state requirements.

Program Goals

The program will:

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

Student Learning Outcomes

Graduates of the program will:

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

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

NAME OF PROGRAM: Bachelor of Science – Accounting

TOTAL COURSE HOURS: 189

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours

LENGTH OF PROGRAM: 16 Quarters (full-time)

TUITION: \$63,251.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC3050	Intermediate Accounting I	4.5
AC3100	Intermediate Accounting II	4.5
AC3150	Intermediate Accounting III	4.5
AC3200	Cost Accounting	4.5
AC3400	Federal Income Tax I	4.5
AC3450	Federal Income Tax II	4.5
AC3560	Accounting Information Systems	4.5
AC4050	Advanced Accounting I	4.5
AC4100	Advanced Accounting II	4.5
AC4140	Advanced Accounting III	4.5
AC4200	Auditing I	4.5
AC4250	Auditing II	4.5
AC4290	Accounting Case Analysis	3.0
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT4200	Business Ethics	4.5
MT4210	Quantitative Analysis	4.5
MT4440	Business Management Review	3.0
MT4450	Strategic Management	4.5
	Open Electives	9.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or EN2150	Or Interpersonal Professional Communications	
	Science Elective	9.0
EN3050	Technical Communications	4.5
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0
	Intro to CIS or CI Elective	4.5

Number of Credit/Clock Hrs. in Specialty: 123 / 189 Percentage: 65%
Number of Credit/Clock Hrs. in General Courses: 66 / 189 Percentage: 35%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 189 Percentage: 35%

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Psychology
Business	Humanities	Sciences
Children	International	Social science
Education	Law	Women's interest
General interest	Military	
	Multicultural	

General (Psychology, Sociology, Humanities, Music, etc.):**Academic Search Premier (EBSCOhost)**

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

Credo General Reference Premium (Credo)

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

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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

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

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the

needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder
Bureau of Labor Statistics
Information Please Almanac
Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical
National Center for Health Statistics
Occupational Outlook Handbook
Statistical Abstracts
United States Government Manual
The World FactBook
United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The *Careers* segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, Macintosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Bachelor of Science in Accounting does not have any post-graduation or licensure requirements.

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

Doc.: degreappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 8 Full-time: Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience In Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Canady, Monica	Masters of Business Administration	8 years				X
Dampier, Terena	Masters of Business Administration	14 years		2 yrs.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Bachelor of Science - Accounting**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 Application Type

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

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

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

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

NAME OF PROGRAM: Bachelor of Science – Business Administration

TOTAL COURSE HOURS: 186

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours

LENGTH OF PROGRAM: 16 Quarters (full-time)

TUITION: \$62,249.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000	International Business	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4210	Quantitative Analysis	4.5
MT4440	Business Management Review	3.0
MT4450	Strategic management	4.5
OM3000	Operations Management	4.5
Business Option Core (Choose 31.5 of the 40.5 credits listed below)		31.5
FN3000+	Finance Elective	4.5
MG3000+	Marketing Elective	4.5
MT3000+	Management Elective	4.5
3000+	Courses must be coded as AC, CI, EC, FN, LA, MG, MT, OL or OM	18.0
	Open Electives	9.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	
EN2150	Interpersonal Professional Communications	

	Science Elective	9.0
EN3050	Technical Communications	4.5
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to CIS or CI Elective	4.5
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 120 / 186 Percentage: 65%
Number of Credit/Clock Hrs. in General Courses: 66 / 186 Percentage: 35%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 186 Percentage: 35%

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts
Business
Children
Education
General interest

Health
Humanities
International
Law
Military
Multicultural

Psychology
Sciences
Social science
Women's interest

General (Psychology, Sociology, Humanities, Music, etc.):**Academic Search Premier (EBSCOhost)**

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

Credo General Reference Premium (Credo)

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

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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

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

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public
Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Bachelor of Science in Business Administration does not have any post-graduation or licensure requirements.

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

Doc.: degreappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 8 Full-time: Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 years		6 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Business Administration**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Criminal Justice

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic

Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

For students whose goal is to pursue a career in the field of criminal justice, National American University offers the criminal justice bachelor of science degree. The curriculum is designed to provide students with the knowledge, skills and abilities for the career fields of criminal justice. Graduates of the criminal justice bachelor of science degree program are prepared to apply for entry-level employment in policing, courts or corrections and also to advance from entry-level employment to the supervisory and administrative levels of these career fields once they have attained the requisite entry-level experience. Policing and institutional corrections employment also will require the completion of a training academy. The criminal justice degree serves as a foundation for career positions such as police officer, deputy sheriff, state highway patrol officer, court clerk, court bailiff, correctional officer, probation officer, parole officer, as well as various federal law enforcement positions. Many criminal justice agencies today require applicants to have, at a minimum, an associate degree, if not a bachelor's degree for entry-level employment. In addition to the bachelor's degree being a requirement for entry-level employment in various criminal justice agencies, it is often criteria for higher skilled employment and higher pay scales. In some agencies, the bachelor's degree can be a requirement or weighted factor in the promotion process. Promotional advancement may be attained earlier with the bachelor's degree.

Students entering the criminal justice program should be aware that graphic images depicting violent crimes are utilized as teaching tools in various courses. Students should be prepared to view these images and to engage in discussions regarding these images as part of their required learning activities.

Program Goals

The program will:

- Provide students with the knowledge of the components of criminal justice: policing, courts, and corrections.
- Provide students with a systems theory perspective of how the criminal justice system is intended to work and the reality of how the system actually works, creating the issues and dilemmas that criminal justice professionals must manage and solve.

- Develop the critical thinking skills of students to evaluate criminal justice issues and develop analytical strategies to solve complex criminal justice problems.
- Develop the teamwork skills of students to work on criminal justice teams to perform essential functions.
- Develop the managerial skills of students for criminal justice administrative work.
- Develop the written and oral skills of students to perform the essential communication functions of criminal justice work such as communication with personnel, government and the community.
- Encourage students to pursue continuing education and memberships in professional organizations.
- Prepare students for promotional opportunities in the criminal justice field and for graduate education that will enhance their administrative capabilities for criminal justice careers.

Student Learning Outcomes

Graduates of the program will:

- Apply legal principles to the police, courts, and correctional components of the criminal justice system.
- Apply ethical decision-making models and professional standards to criminal justice situations.
- Utilize management and leadership skills to achieve organizational objectives.
- Apply contemporary criminological theories to criminal justice policies and procedures.
- Integrate and apply substantive knowledge and analytical skills to criminal justice operations and issues.

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

NAME OF PROGRAM: Bachelor of Science – Criminal Justice

TOTAL COURSE HOURS: 187.5

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 16 Quarters (full-time)

TUITION: \$ 62,750.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CJ1000	Introduction to Criminal Justice	4.5
CJ1500	Criminological Theory	4.5
CJ2100	Criminal Law	4.5
CJ2150	Professionalism & Ethics in Criminal Justice	4.5
CJ2200	Policing in U.S. Society	4.5
CJ2300	U.S. Courts	4.5
CJ2400	U.S. Corrections	4.5
CJ3000	Victimology	4.5
CJ3100	Criminal Investigation	4.5
CJ3200	Police Issues & Practices	4.5
CJ3000	Juvenile Justice & Delinquency	4.5
CJ3400	Constitutional Law	4.5
CJ4300	Drugs & Alcohol in Criminal Justice	4.5
CJ4500	Homeland Security & Terrorism	4.5
CJ4600	Criminal Justice Administration	4.5
CJ4900	Criminal Justice Capstone	4.5
	Criminal Justice Electives	9.0
MT2050	Principles of Management	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
CJ4700	Applied Research Methods	
or	or	
MT3000+	Elective	4.5
	Open Electives	22.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	

EN2150	Interpersonal Professional Communications	
	Science Elective	9.0
EN3050	Technical Communications	4.5
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0
	Intro to CIS or CI Elective	4.5

Number of Credit/Clock Hrs. in Specialty: 121.5 / 187.5 Percentage: 65%
Number of Credit/Clock Hrs. in General Courses: 66 / 187.5 Percentage: 35%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 187.5 Percentage: 35%

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Psychology
Business	Humanities	Sciences
Children	International	Social science
Education	Law	Women's interest
General interest	Military	
	Multicultural	

General (Psychology, Sociology, Humanities, Music, etc.):**Academic Search Premier (EBSCOhost)**

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

Credo General Reference Premium (Credo)

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

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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

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

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public
Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Bachelor of Science in Criminal Justice does not have any post-graduation or licensure requirements.

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

Doc.: degreeappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 8 Full-time: Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult & Community Education	13 years	2 months	2 yrs.		X
Hein, Jason Todd	Masters Degree Criminal Justice	13 years		N/A		X
Kemper, Ronald	Masters Degree Criminal Justice	30 years	3 months	5 yrs.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education Specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Criminal Justice**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Information Technology

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic

Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

The information technology degree is designed to provide the flexibility to integrate specialized technology and skills into a customized information technology program. It is intended for individuals with degrees, diplomas, certificates or certifications in specialty areas, such as information technology, computer science, programming, networks, computer aided design and database, or other related areas. A minimum of 27 credit hours in one specialty area is required to complete this program. This degree prepares the graduate for advancement in management or technical areas associated with their specialty field. Two options are available under this program: (1) transfer of credit from the source of the specialty training, or (2) creation of a specialty area using approved National American University courses.

Student Learning Outcomes

Graduates of the program will:

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

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

NAME OF PROGRAM: Bachelor of Science – Information Technology

TOTAL COURSE HOURS: 186

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours

LENGTH OF PROGRAM: 16 Quarters (full-time)

TUITION: \$62,249.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2430	Computer Concepts	4.5
CI3010	Linux	4.5
CI3091	Database Design & Management	4.5
CI3155	Computer Ethics	4.5
CI3310	Website & Web Application Design	4.5
CI4220	Project Management	4.5
CI4421	Systems Analysis & Design	4.5
CI4222	Integrative System Project	4.5
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
	Specialty IT Courses	27
	Specialty IT Courses or Open Electives	16.5
	Open Electives	18.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	
EN2150	Interpersonal Professional Communications	4.5
	Science Elective	
EN3050	Technical Communications	4.5
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	4.5

	Behavioral / Social Sciences Elective	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty:	<u>120</u>	/	<u>186</u>	Percentage:	<u>65.0%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>66</u>	/	<u>186</u>	Percentage:	<u>35.0%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>66</u>	/	<u>186</u>	Percentage:	<u>35%</u>

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

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

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

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Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Psychology
Business	Humanities	Sciences
Children	International	Social science
Education	Law	Women's interest
General interest	Military	
	Multicultural	

General (Psychology, Sociology, Humanities, Music, etc.):**Academic Search Premier (EBSCOhost)**

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

Credo General Reference Premium (Credo)

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

Discovery (ProQuest)

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EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder
Bureau of Labor Statistics
Information Please Almanac
Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical
National Center for Health Statistics
Occupational Outlook Handbook
Statistical Abstracts
United States Government Manual
The World FactBook
United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public
Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Bachelor of Science in Information Technology does not have any post-graduation or licensure requirements.

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

Doc.: degreeappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 9 Full-time: Part-time: 9

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 years		6 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stewart, Justin	Master of Business Administration	4 years		1 yr.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Information Technology**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Management

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic

Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

The management program is designed for individuals with degrees, diplomas, or certificates in specialty areas, such as merchandising, dental hygiene, electronics, medical assisting, drafting, welding, or other vocational areas.

A minimum of 27 credit hours in one specialty area is required to complete this program. Combined with business and general education courses, this degree prepares the graduate for advancement in management areas associated with their specialty field. Two options are available under this program: (1) transfer of credit from the source of the specialty training, or (2) creation of a specialty area using approved National American University courses.

Student Learning Outcomes

Graduates of the program will:

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

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

NAME OF PROGRAM: Bachelor of Science – Management

TOTAL COURSE HOURS: 186

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 16 Quarters (full-time)

TUITION: \$62,249.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000+	Elective (Exclusive of Internship)	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4300	Management Across Cultures	4.5
MT4440	Business Management Review	3.0
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5
	Specialty/Technical/Vocational Core Electives	27.0
	Specialty Courses or Open Electives	18.0
	Open Electives	18.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	
EN2150	Interpersonal Professional Communications	4.5
	Science Elective	
EN3050	Technical Communications	4.5
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	4.5

	Behavioral / Social Sciences Elective	4.5
	General Education Elective	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 129 / 186 Percentage: 69.0%
Number of Credit/Clock Hrs. in General Courses: 57 / 186 Percentage: 31.0%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 57 / 186 Percentage: 31%

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

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Arts	Humanities	Sciences
Business	International	Social science
Children	Law	Women's interest
Education	Military	
General interest	Multicultural	
Health	Psychology	

General (Psychology, Sociology, Humanities, Music, etc.):**Academic Search Premier (EBSCOhost)**

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ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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

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

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

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

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

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

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- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, Macintosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Bachelor of Science in Management does not have any post-graduation or licensure requirements.

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

Doc.: degreeappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 8 Full-time: Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 years		6 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Bachelor of Science - Management**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Organizational Leadership

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

Name of Person Preparing this Form Jason Warr – System Vice President for Academic
Administration and Regulatory Affairs

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

Date the Form was Prepared January 25, 2013 ☒ New ☐ Renewal

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

Today's organizations need business professionals who are dynamic leaders and informed decision-makers in order to be successful in the competitive global economy. This degree program is designed for persons seeking to upgrade their leadership skills and advance in organizations. Graduates will have a distinct advantage in being able to combine core business knowledge with insight and skills gained from the added dimension of course work in organizational leadership. These courses prepare students to be better leaders, to initiate change, to solve problems, and to foster more innovative learning environments.

Students who have an interest in combining the knowledge and skills gained through the study of organizational leadership with those acquired in the field of human resource management should consider completing the human resource management emphasis core courses as open elective options.

Program Goals:

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

Student Learning Outcomes

Graduates of the program will:

- Utilize leadership concepts and theories to attain organizational goals.
- Formulate management strategy to effect organizational change.
- Apply ethical decision making models to ethical dilemmas faced by individuals and organizations.
- Demonstrate effective collaboration and teamwork skills.

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

NAME OF PROGRAM: Bachelor of Science – Organizational Leadership

TOTAL COURSE HOURS: 187 Check one: Quarter Hours ☒ Semester Hours ☐ Clock Hours ☐

LENGTH OF PROGRAM: 16 Quarters (full-time) TUITION: \$62,583.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MT4200	Business Ethics	4.5
MT4300	Management Across Cultures	4.5
OL3100	Principles of Organizational Leadership	4.5
OL4100	Organizational Culture and Leadership	4.5
OL4200	Learning Organizations	4.5
OL4300	Organizational Development & Change	4.5
OL4500	Action Research I	2.0
OL4550	Action Research II	2.0
AC2760	Accounting for Managers	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT4050	Training and Development	4.5
	Open Electives	45.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or	Or	4.5
EN2150	Interpersonal Professional Communications	4.5
	Science Elective	9.0
EN3050	Technical Communications	4.5
MA2050	College Algebra	4.5

MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to CIS or CI Elective	4.5
CS1500	Strategies for Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 121 / 187 Percentage: 65%
Number of Credit/Clock Hrs. in General Courses: 66 / 187 Percentage: 35%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 187 Percentage: 35%

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

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

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

Business:

ABI INFORM Global (ProQuest)

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

Business Source Premier (EBSCOhost)

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

LexisNexis Academic (Amigos/Solinet)

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

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

Regional Business News (EBSCOhost)

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

National Newspaper Abstracts (ProQuest)

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

Newspapers: Wall St Jour & NY Times (ProQuest)
Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

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

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Psychology
Business	Humanities	Sciences
Children	International	Social science
Education	Law	Women's interest
General interest	Military	
	Multicultural	

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

Academic Search Premier (EBSCOhost)

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

Credo General Reference Premium (Credo)

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

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

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ERIC: Education Resources Information Center (Free site)

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Provides full-text of the various editions of these titles.

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Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:**Lexis Legal**

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

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- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

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

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using Illiad database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

5. List any post graduation certifications or licensure requirements/name of organization.

The Bachelor of Science in Organizational Leadership does not have any post-graduation or licensure requirements.

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

Doc.: degreappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university's annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 8 Full-time: Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 years	2 months	2 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 years	5 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 years		6 yrs.		X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 years	1 year	9 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K- 12 Programs	13 years		7 yrs.		X

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

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Organizational Leadership**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **Not Applicable**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **Not Applicable**

If so, please identify the specialized accrediting agency:

BOARD FOR PROPRIETARY EDUCATION

Tuesday March 19, 2013

DECISION ITEM A-4:

Ross Medical Education Center: **Three Associate Degree Programs at Fort Wayne and** **Granger**

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree in Dental Assistant Specialist, A.A.S. degree in Medical Assistant Specialist, and A.A.S. degree in Medical Insurance Billing and Office in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

Ross Medical Education Center is nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES). The institution has three campuses in Indiana: Fort Wayne, Granger, and Kokomo. ABHES accredits Ross Medical Education Centers in five states including Indiana. Listed below are the three campuses Ross Medical Education Center operates in Indiana and the enrollment of Fall 2011 as reported to the National Center for Education Statistics:

Fort Wayne	160
Granger	401
Kokomo	No Data Available

At its December 17th meeting, the Board discussed the programs submitted by Ross Medical Education Center and tabled further action. The Board cited three concerns that needed further action. The three areas of concern were: degree programs encompassed certificate program hours, length of degree programs, and educational obtainment level of faculty. The BPE staff met with representatives of Ross Medical Education Center to discuss these concerns.

Degree Program Profiles

Associate of Applied Science (A.A.S.) in Dental Assistant Specialist (Fort Wayne, Granger)

This program consists of 98 quarter credit hours, with 76% of the courses in the specialty. The Fort Wayne faculty consists of six individuals, of whom two are full-time and four are part-time. Of the six individuals, one has a Ph.D., one has an Associate's degree, two have a Master's degree, and the remaining two individuals have a Bachelor's degree. The Granger faculty consists of eight individuals, of whom all are part-time. Of the eight individuals, three have a Master's degree, four have a Bachelor's degree, and one has an Associate's degree.

Associate of Applied Science (A.A.S.) in Medical Assistant Specialist (Fort Wayne, Granger)

This program consists of 98.5 quarter credit hours, with 77% of the courses in the specialty. The Fort Wayne faculty consists of five individuals, of whom two are full-time and three are part-time. Of the five individuals, one has a Ph.D., two have a Master's degree, and two have a Bachelor's degree. The Granger faculty consists of seven individuals, of whom all are part-time. Of the seven individuals, three have a Master's degree and four have a Bachelor's degree.

Associate of Applied Science (A.A.S.) in Medical Insurance Billing and Office (Fort Wayne, Granger)

This program consists of 98.5 quarter credit hours, with 77% of the courses in the specialty. The Fort Wayne faculty consists of five individuals, of whom two are full-time and three are part-time. Of the five individuals, one has a Ph.D., two have a Master's degree, and two have a Bachelor's degree. The Granger faculty consists of seven individuals, of whom all are part-time. Of the seven individuals, three have a Master's degree and four have a Bachelor's degree.

Supporting Documents

Degree Applications

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Ross Medical Education Center, Ft. Wayne, Indiana campus

Name of Program Dental Assistant Specialist Associate of Applied Science

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

Name of Person Preparing this Form Donna Miroslaw

Telephone Number 810-956-6277 Application Type

Date the Form was Prepared February 14, 2013 ☒ New ☐ Renewal

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

The Dental Assistant Specialist Associate of Applied Science degree program is a 1, 060 hours, 95.0 quarter credits, 76 week degree completion program, delivered residually that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

All students that graduate from the Dental Assistant diploma program at any Ross Medical Education Center institution is eligible to apply for the Dental Assistant Specialist Associate of Applied Science program. Only graduates from Ross medical Education Center will be allowed to apply for the Dental Assistant Specialist Associate of Applied Science program. This program is not offered to non-Ross graduates. Credits will transfer from the diploma level program to the Associate Degree program, therefore, making this a degree completion program.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures. Interpersonal and customer service skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, dental office assisting, basic principles applied to patient education and an understanding of

epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, an appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities of their role.

Graduates of the Dental Assistant Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: dentists' offices, orthodontic offices, and oral surgery centers.

PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Dental Assistant (Administrative, Clinical or both), Orthodontists Assistant, Dental Office Receptionist, and Dental Office Manager

PROGRAM EDUCATIONAL OBJECTIVES

The Dental Assistant Specialist Associate of Applied Science degree engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures.
- Interpersonal and customer services skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement.
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning.
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior.
- Critical thinking applied to approach in performing all duties and responsibilities of their role.

All of the Dental Assistant diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Dental Assistant diploma/certificate program will transfer to the Dental

Assistant Specialist Associate of Applied Science, totaling 540 clock hours and 44.5 credit hours. All students admitted to the Dental Assistant Specialist Associate of Applied Science Degree Completion program must complete five general education courses, six basic courses, and one capstone.

TRANSFER CREDITS FROM THE DENTAL ASSISTANT DIPLOMA/CERTIFICATE PROGRAM:

Course #	Course	Clock Hours	Credit
DA301	Fundamentals of Dental Assisting	45	4.5
DA302	Dental Law and Ethics	15	1.5
DA303	Introduction to the Dental Team	10	1.0
DA304	Dental Radiography and Clinical Procedures	90	6.5
DA305	Skull Anatomy/Human Dentition	15	1.5
DA306	Infection Control/Microbiology	20	1.5
DA307	Oral Surgery/Endodontics	30	2.5
DA308	Anatomy/Cranial Nerves	15	1.5
DA309	Chairside Dental Assisting	90	7.0
DA310	Dental Instruments and Equipment	20	1.5
DA311	Dental Materials	60	4.5
DA312	Dental Laboratory Procedures and Prosthodontics	40	3.0
DA313	Dental Records Management	30	3.0
DA314	Administrative Dental Assisting	20	2.0
DA315	Periodontics/Orthodontics	25	2.0
DA316	Dental Emergencies/CPR	15	1.0
Total Clock Hour & Credits for Transfer Courses		540	44.5

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

NAME OF PROGRAM: Dental Assistant Specialist Associate of Applied Science

TOTAL COURSE HOURS: 95.0 credit hrs. Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 76 weeks (day/eve) TUITION: \$10,800

SPECIALTY COURSES:

Course Number	Course Title	Course Hours

SPECIALTY COURSES

ALL SPECIALTY COURSE CREDITS EXCEPT DA212 (PROGRAM CAPSTONE) TRANSFER FROM THE DENTAL ASSISTANT DIPLOMA PROGRAM

DA301	Fundamentals of Dental Assisting	45/4.5
DA302	Dental Law and Ethics	15/1.5
DA303	Introduction to the Dental Team	10/1.0
DA304	Dental Radiography and Clinical Procedures	90/6.5
DA305	Skull Anatomy/Human Dentition	15/1.5
DA306	Infection Control/Microbiology	20/1.5
DA307	Oral Surgery/Endodontics	30/2.5
DA308	Anatomy/Cranial Nerves	15/1.5
DA309	Chairside Dental Assisting	90/7.0
DA310	Dental Instruments and Equipment	20/1.5
DA311	Dental Materials	60/4.5
DA312	Dental Laboratory Procedures and Prosthodontics	40/3.0
DA313	Dental Records Management	30/3.0
DA314	Administrative Dental Assisting	20/2.0
DA315	Periodontics/Orthodontics	25/2.0
DA316	Dental Emergencies/CPR	15/1.0
DA212	Capstone – Dental Assistant Specialist	40/4.0

BASIC COURSES

BC102	Introduction to Pharmacology	40/ 4.0
BC104	Introduction to Epidemiology	40/ 4.0
BC105	Core Concepts in Health	40/ 4.0
BC203	Introduction to Biology for Non Majors	45/ 4.0
BC211	Computer Fundamentals	45/ 4.0
BC212	Dosage Calculations	45/ 4.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN111	Introduction to Communication	45/ 4.5
GEN113	Introduction to Psychology	45/ 4.5
GEN114	Introduction to Sociology	45/ 4.5
GEN210	Critical Thinking	45/ 4.5
GEN211	Lifespan Development	45/ 4.5

Number of Credit/Clock Hrs. in Specialty: 72.5 / 835 Percentage: 76%

Number of Credit/Clock Hrs. In General Courses: 22.5 / 225 Percentage: 24%

If applicable:

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

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

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

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student utilization, therefore, no librarian is on staff.

2. Number of volumes of professional material:

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

3. Number of professional periodicals subscribed to:

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

There are 12 public libraries in the greater Fort Wayne Metropolitan area. The nearest library to Ross Medical Education Center, Fort Wayne, at 2.18 miles away is Little Turtle Branch Library, located at 2201 Sherman Blvd., Fort Wayne, Indiana.

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 6 **Full-time:** 2 **Part-time:** 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Bettye Griffin	PhD - Educational Psychology, MS - Clinical Psychology, MBA - Business Administration, BS - Business Administration	12	<1	9		x
Jessica Le	BA - General Studies & Psychology, AS, Certified Medical Assistant, Certified Allied Health Instructor	10	4	4	x	
Jennifer Matson	BS - Dietetics, AS - Nursing, Certified Pharmacy Technician	12	1.5	5	x	
James McLaughlin	MS - Biology, BS - Biology	7	<1	1		x
Colleen Mee	AAS - Dental Assisting, Dental Assisting Certificate, Registered Dental Assistant	32	3	0		x
Jeanine Oberly	MBA - Healthcare Management, BS - Business Administration & Human Resources, AS - Business Administration Management	18	<1	n/a		x

Dental Assistant Specialist Associate of Applied Science Schedule

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Term	Class	Start/End Date	Clock Hours	Credit Hours	Class Days	Hours per class	Dates of Class
Term 1		4/18-6/27					
Mod 1	BC 102	4/18-5/21	40		4 Tu/TH		4 4/18,23,25,30-5/2,7,9,14,16,21
	BC 212	4/22-5/22	45		4 M/W		4.5 4/22,24,29,-5-1,6,8,13,15,20,22
Mod 2	BC-203	5/28-6/27	45		4 Tu/TH		4.5 5/28,30-6/4,6,10,12,17,19,24,26

Term 2		7/1-9/10					
Mod 1	BC-104	7/1-7/31	40		4 M/W		4 7/1,3,8,10,15,17,22,24,29,31
	BC-211	7/2-8/6	45		4 T/Th		4.5 7/2,9,11,16,18,23,25,30-8/1,6
Mod 2	GN-111	8/5-9/09	45		4.5 M/W		4.5 8,5,7,12,14,19,21,26,28-9/4,9

Term 3		9/11-11/19					
Mod 1	BC 105	9/11-10/14	40		4 M/W		4 9/11,16,18,23,25,30-10/2,7,9,14
	GN 113	9/12-10/15	45		4.5 T/Th		4.5 9/12,17,19,24,26,-10/1,3,8,10,15
Mod 2	GN 114	10/16-11/18	45		4.5 M/W		4.5 10/16,21,23,28,30-11/4,6,11,13,18

Term 4		11/20-2/11					
Mod 1	GN 210	11/20-1/6/14	45		4.5 M/W		4.5 11/20,25,27,-12/2,4,9,11,16,18-1/6
	GN 211	11/21-1/7/14	45		4.5 T/Th		4.5 11/21,26-12/3,5,10,12,17,19-1/2,7
Mod 2- DA only	DA 212	1/9/14-2/11/14	40		4 T/Th		4 1/9,14,16,21,23,28,30-2/4,6,11

Note:Holidays /classes not scheduled
5/27-7/4-9/2-11/28
12/23-1/1/14-classes resume 1/2/14

Total 520 hours 50.5 credits

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

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

Institution: Ross Medical Education Center
Degree Program: A.A.S. in Dental Assistant Specialist
Locations: Fort Wayne and Granger

State Licensure: Not Applicable

If so, please identify : Optional Dental Radiography Licensure is available through the Indiana State Department of Health.

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

There is no mandatory licensure for Dental Assistant program graduates in the State of Indiana; however, to practice dental radiography/radiology in the State, an individual must first obtain a radiology license from the Indiana State Department of Health.

To obtain a radiography license, the student must complete a board approved educational program, complete the Radiation Health and Safety (RHS) Examination issued by the Dental Assisting National Board (DANB), and submit the licensure application and fee to the Indiana State Department of Health.

The Dental Assistant programs offered by Ross Medical Education Center, Fort Wayne, IN and Ross Medical Education Center, Granger, IN are approved by the Indiana State Department of Health. There are no eligibility requirements to take DANB's RHS examination, meaning anyone who submits an application and pays the requisite fee is eligible to sit for the exam.

The specific license(s) needed: Dental Radiography License

The State agency issuing the license(s): Indiana State Department of Health (ISDH)

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Professional Certification

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

If so, please identify – Not applicable. There is no required certification for the Dental Assistant Specialist program graduates.

The specific professional certification(s) needed:

Not applicable; however, optional certification is available, as follows:

- 1) Registered Dental Assistant (RDA) certification examination through AMT

Immediately upon graduation, Ross Medical Education Center Dental Assistant program graduates are eligible to take the Registered Dental Assistant (RDA) exam offered by the American Medical Technologists (AMT) by way of successful completion of an accredited Dental Assistant program (by *a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation, or otherwise approved by the AMT Board of Directors*).

2) Radiation Health and Safety and Infection Control Examinations through DANB

Graduates of the Dental Assistant program can also immediately take 2 of the 3 DANB examinations that are required to attain a Certified Dental Assistant (CDA) certification – the RHS exam and the Infection Control Exam (ICE).

3) General Chairside (GC) certification examination through DANB

The third examination is the General Chairside (GC) exam. Ross graduates may qualify to take the GC exam through the Dental Assisting National Board (DANB) after working at least 3500 hours accumulated over a 24-month period or by working at least 3500 hours of a combination of full and part-time or only part-time work experience earned over a minimum of 24 months and a maximum of 48 months as a Dental Assistant (verified by dentist-employer).

(CDA PATHWAY II)

The national organization issuing the certification(s):

American Medical Technologists (AMT) and the Dental Assisting National Board (DANB),

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Program Accreditation

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

Not Applicable.

If so, please identify the specialized accrediting agency:

Not applicable. The program does not require specialized programmatic accreditation. Program graduates can work in the field without certification or licensure.

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Ross Medical Education Center, Granger, Indiana campus

Name of Program Dental Assistant Specialist Associate of Applied Science

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

Name of Person Preparing this Form Donna Miroslaw

Telephone Number 810-956-6277 Application Type

Date the Form was Prepared February 14, 2013 ☒ New ☐ Renewal

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

The Dental Assistant Specialist Associate of Applied Science degree program is a 1, 060 hours, 95.0 quarter credits, 76 week degree completion program, delivered residually that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

All students that graduate from the Dental Assistant diploma program at any Ross Medical Education Center institution is eligible to apply for the Dental Assistant Specialist Associate of Applied Science program. Only graduates from Ross medical Education Center will be allowed to apply for the Dental Assistant Specialist Associate of Applied Science program. This program is not offered to non-Ross graduates. Credits will transfer from the diploma level program to the Associate Degree program, therefore, making this a degree completion program.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures. Interpersonal and customer service skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, dental office assisting, basic principles applied to patient education and an understanding of

epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, an appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities of their role.

Graduates of the Dental Assistant Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: dentists' offices, orthodontic offices, and oral surgery centers.

PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Dental Assistant (Administrative, Clinical or both), Orthodontists Assistant, Dental Office Receptionist, and Dental Office Manager

PROGRAM EDUCATIONAL OBJECTIVES

The Dental Assistant Specialist Associate of Applied Science degree engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures.
- Interpersonal and customer services skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement.
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning.
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior.
- Critical thinking applied to approach in performing all duties and responsibilities of their role.

All of the Dental Assistant diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Dental Assistant diploma/certificate program will transfer to the Dental

Assistant Specialist Associate of Applied Science, totaling 540 clock hours and 44.5 credit hours. All students admitted to the Dental Assistant Specialist Associate of Applied Science Degree Completion program must complete five general education courses, six basic courses, and one capstone.

TRANSFER CREDITS FROM THE DENTAL ASSISTANT DIPLOMA/CERTIFICATE PROGRAM:

Course #	Course	Clock Hours	Credit
DA301	Fundamentals of Dental Assisting	45	4.5
DA302	Dental Law and Ethics	15	1.5
DA303	Introduction to the Dental Team	10	1.0
DA304	Dental Radiography and Clinical Procedures	90	6.5
DA305	Skull Anatomy/Human Dentition	15	1.5
DA306	Infection Control/Microbiology	20	1.5
DA307	Oral Surgery/Endodontics	30	2.5
DA308	Anatomy/Cranial Nerves	15	1.5
DA309	Chairside Dental Assisting	90	7.0
DA310	Dental Instruments and Equipment	20	1.5
DA311	Dental Materials	60	4.5
DA312	Dental Laboratory Procedures and Prosthodontics	40	3.0
DA313	Dental Records Management	30	3.0
DA314	Administrative Dental Assisting	20	2.0
DA315	Periodontics/Orthodontics	25	2.0
DA316	Dental Emergencies/CPR	15	1.0
Total Clock Hour & Credits for Transfer Courses		540	44.5

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

NAME OF PROGRAM: Dental Assistant Specialist Associate of Applied Science

TOTAL COURSE HOURS: 95.0 credit hrs. Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 76 weeks (day/eve) TUITION: \$10,800

SPECIALTY COURSES:

Course Number	Course Title	Course Hours

SPECIALTY COURSES

ALL SPECIALTY COURSE CREDITS EXCEPT DA212 (PROGRAM CAPSTONE) TRANSFER FROM THE DENTAL ASSISTANT DIPLOMA PROGRAM

DA301	Fundamentals of Dental Assisting	45/4.5
DA302	Dental Law and Ethics	15/1.5
DA303	Introduction to the Dental Team	10/1.0
DA304	Dental Radiography and Clinical Procedures	90/6.5
DA305	Skull Anatomy/Human Dentition	15/1.5
DA306	Infection Control/Microbiology	20/1.5
DA307	Oral Surgery/Endodontics	30/2.5
DA308	Anatomy/Cranial Nerves	15/1.5
DA309	Chairside Dental Assisting	90/7.0
DA310	Dental Instruments and Equipment	20/1.5
DA311	Dental Materials	60/4.5
DA312	Dental Laboratory Procedures and Prosthodontics	40/3.0
DA313	Dental Records Management	30/3.0
DA314	Administrative Dental Assisting	20/2.0
DA315	Periodontics/Orthodontics	25/2.0
DA316	Dental Emergencies/CPR	15/1.0
DA212	Capstone – Dental Assistant Specialist	40/4.0

BASIC COURSES

BC102	Introduction to Pharmacology	40/ 4.0
BC104	Introduction to Epidemiology	40/ 4.0
BC105	Core Concepts in Health	40/ 4.0
BC203	Introduction to Biology for Non Majors	45/ 4.0
BC211	Computer Fundamentals	45/ 4.0
BC212	Dosage Calculations	45/ 4.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN111	Introduction to Communication	45/ 4.5
GEN113	Introduction to Psychology	45/ 4.5
GEN114	Introduction to Sociology	45/ 4.5
GEN210	Critical Thinking	45/ 4.5
GEN211	Lifespan Development	45/ 4.5

Number of Credit/Clock Hrs. in Specialty: 72.5 / 835 Percentage: 76%

Number of Credit/Clock Hrs. In General Courses: 22.5 / 225 Percentage: 24%

If applicable:

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

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

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

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student utilization, therefore, no librarian is on staff.

2. Number of volumes of professional material:

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

3. Number of professional periodicals subscribed to:

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

There are 12 public libraries in the greater Fort Wayne Metropolitan area. The nearest library to Ross Medical Education Center, Fort Wayne, at 2.18 miles away is Little Turtle Branch Library, located at 2201 Sherman Blvd., Fort Wayne, Indiana.

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 8 **Full-time:** 0 **Part-time:** 8

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Alicia Andrews	BA Business & Sociology, AS - Pre-Pharmacy, Licensed Pharmacy Technician, CPht	6	1	n/a		x
Carolyn Edmonds	MA - Education, BA - Healthcare Administration, AAS - Practical Nursing, Diploma - Practical Nursing	30	<1	6		x
Dionna Gary	BA - Sociology	4	<1	1		x
Kelly Graft	BA - Communication	7	<1	n/a		x
Shane Lauber	MA - Information System Management, BA - Information Systems	12	<1	12		x
James McLaughlin	MS - Biology, BS - Biology	7	<1	1		x
Dawn Pflaumer	BA - Applied Behavioral Science, AS - Medical Assisting	15	<1	n/a		x
Cynthia Tippman	AAS - Dental Assisting, Licensed Dental Assistant	28	1	n/a		x

Dental Assistant Specialist Associate of Applied Science Schedule

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Term	Class	Start/End Date	Clock Hours	Credit Hours	Class Days	Hours per class	Dates of Class
Term 1		4/18-6/27					
Mod 1	BC 102	4/18-5/21	40		4 Tu/TH		4 4/18,23,25,30-5/2,7,9,14,16,21
	BC 212	4/22-5/22	45		4 M/W		4.5 4/22,24,29,-5-1,6,8,13,15,20,22
Mod 2	BC-203	5/28-6/27	45		4 Tu/TH		4.5 5/28,30-6/4,6,10,12,17,19,24,26

Term 2		7/1-9/10					
Mod 1	BC-104	7/1-7/31	40		4 M/W		4 7/1,3,8,10,15,17,22,24,29,31
	BC-211	7/2-8/6	45		4 T/Th		4.5 7/2,9,11,16,18,23,25,30-8/1,6
Mod 2	GN-111	8/5-9/09	45		4.5 M/W		4.5 8,5,7,12,14,19,21,26,28-9/4,9

Term 3		9/11-11/19					
Mod 1	BC 105	9/11-10/14	40		4 M/W		4 9/11,16,18,23,25,30-10/2,7,9,14
	GN 113	9/12-10/15	45		4.5 T/Th		4.5 9/12,17,19,24,26,-10/1,3,8,10,15
Mod 2	GN 114	10/16-11/18	45		4.5 M/W		4.5 10/16,21,23,28,30-11/4,6,11,13,18

Term 4		11/20-2/11					
Mod 1	GN 210	11/20-1/6/14	45		4.5 M/W		4.5 11/20,25,27,-12/2,4,9,11,16,18-1/6
	GN 211	11/21-1/7/14	45		4.5 T/Th		4.5 11/21,26-12/3,5,10,12,17,19-1/2,7
Mod 2- DA only	DA 212	1/9/14-2/11/14	40		4 T/Th		4 1/9,14,16,21,23,28,30-2/4,6,11

Note:Holidays /classes not scheduled
5/27-7/4-9/2-11/28
12/23-1/1/14-classes resume 1/2/14

Total 50.5 credits

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

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

Institution: Ross Medical Education Center
Degree Program: A.A.S. in Dental Assistant Specialist
Locations: Fort Wayne and Granger

State Licensure: Not Applicable

If so, please identify : Optional Dental Radiography Licensure is available through the Indiana State Department of Health.

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

There is no mandatory licensure for Dental Assistant program graduates in the State of Indiana; however, to practice dental radiography/radiology in the State, an individual must first obtain a radiology license from the Indiana State Department of Health.

To obtain a radiography license, the student must complete a board approved educational program, complete the Radiation Health and Safety (RHS) Examination issued by the Dental Assisting National Board (DANB), and submit the licensure application and fee to the Indiana State Department of Health.

The Dental Assistant programs offered by Ross Medical Education Center, Fort Wayne, IN and Ross Medical Education Center, Granger, IN are approved by the Indiana State Department of Health. There are no eligibility requirements to take DANB's RHS examination, meaning anyone who submits an application and pays the requisite fee is eligible to sit for the exam.

The specific license(s) needed: Dental Radiography License

The State agency issuing the license(s): Indiana State Department of Health (ISDH)

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Professional Certification

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

If so, please identify – Not applicable. There is no required certification for the Dental Assistant Specialist program graduates.

The specific professional certification(s) needed:

Not applicable; however, optional certification is available, as follows:

- 1) Registered Dental Assistant (RDA) certification examination through AMT

Immediately upon graduation, Ross Medical Education Center Dental Assistant program graduates are eligible to take the Registered Dental Assistant (RDA) exam offered by the American Medical Technologists (AMT) by way of successful completion of an accredited Dental Assistant program (by *a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation, or otherwise approved by the AMT Board of Directors*).

2) Radiation Health and Safety and Infection Control Examinations through DANB

Graduates of the Dental Assistant program can also immediately take 2 of the 3 DANB examinations that are required to attain a Certified Dental Assistant (CDA) certification – the RHS exam and the Infection Control Exam (ICE).

3) General Chairside (GC) certification examination through DANB

The third examination is the General Chairside (GC) exam. Ross graduates may qualify to take the GC exam through the Dental Assisting National Board (DANB) after working at least 3500 hours accumulated over a 24-month period or by working at least 3500 hours of a combination of full and part-time or only part-time work experience earned over a minimum of 24 months and a maximum of 48 months as a Dental Assistant (verified by dentist-employer).

(CDA PATHWAY II)

The national organization issuing the certification(s):

American Medical Technologists (AMT) and the Dental Assisting National Board (DANB),

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Program Accreditation

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

Not Applicable.

If so, please identify the specialized accrediting agency:

Not applicable. The program does not require specialized programmatic accreditation. Program graduates can work in the field without certification or licensure.

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Ross Medical Education Center, Ft. Wayne, Indiana campus

Name of Program Medical Assistant Specialist Associate of Applied Science

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

Name of Person Preparing this Form Donna Miroslaw

Telephone Number 810-956-6277 Application Type

Date the Form was Prepared February 14, 2013 ☒ New ☐ Renewal

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

The Medical Assistant Specialist Associate of Applied Science degree program is a 1, 165 hours, 98.5 quarter credits, 70 weeks (day) and 76 weeks (evening) degree completion program, delivered residentially that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures. Interpersonal and customer service skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll, medical back-office assisting, basic principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, and appreciate for studies of the arts, science and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities to their role.

Graduates of the Medical Assistant Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: physicians' office, multi-specialty clinics, surgery centers, hospitals, long-term care facilities, home health care agencies, community health and public health settings and agencies.

PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Assistant (Administrative, Clinical or both), Phlebotomist, Medical Office Manager, Medical Receptionist, Medical Coordinator, Referral Specialist, Diagnostic Service Associate, and Patient Care Coordinator.

PROGRAM EDUCATIONAL OBJECTIVES

The Medical Assistant Specialist Associate of Applied Science degree engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures.
- Interpersonal and customer services skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement.
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning.
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior.
- Critical thinking applied to approach in performing all duties and responsibilities of their role.

All of the Medical Assistant diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Medical Assistant diploma/certificate program will transfer to the Medical Assistant Specialist Associate of Applied Science, totaling 540 clock hours and 38.5 credit hours. All students admitted to the Medical Assistant Specialist Associate of Applied Science Degree Completion program must complete five general education courses, six basic courses, three program required courses and one capstone.

TRANSFER CREDITS FROM THE MEDICAL ASSISTANT DIPLOMA/CERTIFICATE PROGRAM:

Course #	Course	Clock Hours	Credit
MA101A	Medical Terminology/Anatomy and Physiology	15	1.5
MA101B	Medical Terminology/Anatomy and Physiology	15	1.5
MA101C	Medical Terminology/Anatomy and Physiology	15	1.5
MA101D	Medical Terminology/Anatomy and Physiology	15	1.5
MA101E	Medical Terminology/Anatomy and Physiology	15	1.5
MA101F	Medical Terminology/Anatomy and Physiology	15	1.5
MA103	Fundamentals of Assisting	30	2.0
MA104	Cardiopulmonary Procedures	30	2.0
MA105	Urinalysis	15	1.0
MA106	Medical/Surgical Asepsis and Infection Control	15	1.0
MA107	Administration of Medicine	45	3.0
MA108	Basic Office First Aid	15	1.0
MA109	Hematology	40	2.5
MA110	Keyboarding	30	1.5
MA111	Introduction to the Office Laboratory	15	1.0
MA112	Introduction to Word Processing for the Medical Office	30	1.5
MA113	Mathematical Applications in the Medical Office	15	1.0
MA114	Financial Recordkeeping	30	2.0
MA115	Medical Insurance Coding Procedures	15	1.0
MA116	Medical Insurance Billing Procedures	15	1.0
MA117	Medical Office Automation	30	2.0
MA118	Medical Office Procedures	45	3.0
MA119	Professional Growth and Communication Skills	20	2.0
MA121	Specialty Examinations and Procedures	15	1.0
Total Clock Hour & Credits for Transfer Courses		540	38.5

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

NAME OF PROGRAM: Medical Assistant Specialist Associate of Applied Science

TOTAL COURSE HOURS: 98.5 credit hrs. Check one: Quarter Hours X

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 70/76 weeks (day/eve) TUITION: \$10,800

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
PROGRAM REQUIRED COURSES		
MA204	Medical Law and Ethics	15/ 1.5
MA205	Healthcare Information Management	45/ 4.0
MA214	Computer Software Applications in Healthcare	45/ 4.0
MA224	Capstone Medical Assistant Specialist	40/ 4.0

SPECIALTY COURSES CONTINUED

THESE SPECIALTY COURSES TRANSFER FROM THE MEDICAL ASSISTANT DIPLOMA PROGRAM

MA101A	Medical Terminology/ Anatomy and Physiology	15/ 1.5
MA101B	Medical Terminology/ Anatomy and Physiology	15/ 1.5
MA101C	Medical Terminology/ Anatomy and Physiology	15/ 1.5
MA101D	Medical Terminology/ Anatomy and Physiology	15/ 1.5
MA101E	Medical Terminology/ Anatomy and Physiology	15/ 1.5
MA101F	Medical Terminology/ Anatomy and Physiology	15/ 1.5
MA103	Fundamentals of Assisting	30/ 2.0
MA104	Cardiopulmonary Procedures	30/ 2.0
MA105	Urinalysis	15/ 1.0
MA106	Medical/Surgical Asepsis and Infection Control	15/ 1.0
MA107	Administration of Medicine	45/ 3.0
MA108	Basic Office First Aid	15/ 1.0
MA109	Hematology	40/ 2.5
MA110	Keyboarding	30/ 1.5
MA111	Introduction to the Office Laboratory	15/ 1.0
MA112	Introduction to Word Processing for the Medical Office	30/ 1.5
MA113	Mathematical Applications in the Medical Office	15/ 1.0
MA114	Financial Recordkeeping	30/ 2.0
MA115	Medical Insurance Coding Procedures	15/ 1.0
MA116	Medical Insurance Billing Procedures	15/ 1.0
MA117	Medical Office Automation	30/ 2.0
MA118	Medical Office Procedures	45/ 3.0
MA119	Professional Growth and Communication Skills	20/ 2.0
MA121	Specialty Examinations and Procedures	15/ 1.0

BC102	Introduction to Pharmacology	40/ 4.0
BC104	Introduction to Epidemiology	40/ 4.0
BC105	Core Concepts in Health	40/ 4.0
BC203	Introduction to Biology for Non Majors	45/ 4.0
BC211	Computer Fundamentals	45/ 4.0
BC212	Dosage Calculations	45/ 4.0

[illegible]

Number of Credit/Clock Hrs. in Specialty: 76 / 940 Percentage: 77%

Number of Credit/Clock Hrs. In General Courses: 22.5 / 225 Percentage: 23%

If applicable:

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

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

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

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student utilization, therefore, no librarian is on staff.

2. Number of volumes of professional material:

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

3. Number of professional periodicals subscribed to:

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

There are 12 public libraries in the greater Fort Wayne Metropolitan area. The nearest library to Ross Medical Education Center, Fort Wayne, at 2.18 miles away is Little Turtle Branch Library, located at 2201 Sherman Blvd., Fort Wayne, Indiana.

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 5 **Full-time:** 2 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Bettye Griffin	PhD - Educational Psychology, MS - Clinical Psychology, MBA - Business Administration, BS - Business Administration	12	<1	9		x
Jessica Le	BA - General Studies & Psychology, AS, Certified Medical Assistant, Certified Allied Health Instructor	10	4	4	x	
Jennifer Matson	BS - Dietetics, AS - Nursing, Certified Pharmacy Technician	12	1.5	5	x	
James McLaughlin	MS - Biology, BS - Biology	7	<1	1		x
Jeanine Oberly	MBA - Healthcare Management, BS - Business Administration & Human Resources, AS - Business Administration Management	18	<1	n/a		x

Medical Assistant Specialist Associate of Applied Science Schedule

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Term	Class	Start/End Date	Clock Hours	Credit Hours	Class Days	Hours per class	Dates of Class
Term 1		4/18-6/27					
Mod 1	BC 102	4/18-5/21	40	4	Tu/TH	4	4/18,23,25,30-5/2,7,9,14,16,21
	BC 212	4/22-5/22	45	4	M/W	4	4/22,24,29,-5-1,6,8,13,15,20,22
Mod 2	BC-203	5/28-6/27	45	4	Tu/TH	4	5/28,30-6/4,6,10,12,17,19,24,26
MA students only	MA 204	5/29-6/26	15	1.5	W	3	5/29-6/5,12,19,26

Term 2		7/1-9/10					
Mod 1	BC-104	7/1-7/31	40	4	M/W	4	7/1,3,8,10,15,17,22,24,29,31
	BC-211	7/2-8/6	45	4	T/Th	4	7/2,9,11,16,18,23,25,30-8/1,6
Mod 2	GN-111	8/5-9/09	45	4	M/W	4	8/5,7,12,14,19,21,26,28-9/4,9
MA students only	MA 205	8/8-9/10	45	4	T/Th	4	8/8,13,15,20,22,27,29,-9/3,5,10

Term 3		9/11-11/19					
Mod 1	BC 105	9/11-10/14	40	4	M/W	4	9/11,16,18,23,25,30-10/2,7,9,14
	GN 113	9/12-10/15	45	4	T/Th	4	9/12,17,19,24,26,-10/1,3,8,10,15
Mod 2	GN 114	10/16-11/18	45	4	M/W	4	10/16,21,23,28,30-11/4,6,11,13,18
MA students only	MA 214	10/17-11/19	45	4	T/Th	4	10/17,22,24,29,31-11/5,7,12,14,19

Term 4		11/20-2/11					
Mod 1	GN 210	11/20-1/6/14	45	4	M/W	4	11/20,25,27,-12/2,4,9,11,16,18-1/6
	GN 211	11/21-1/7/14	45	4	T/Th	4	11/21,26-12/3,5,10,12,17,19-1/2,7
MA only	MA 224	1/9/14-2/11/14	40	4	T/Th	4	1/9,14,16,21,23,28,30-2/4,6,11

Note: Holidays /classes not scheduled
5/27-7/4-9/2-11/28
12/23-1/1/14-classes resume 1/2/14

Total 60 credits

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

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

Institution: Ross Medical Education Center
Degree Program: A.A.S. in Medical Assistant Specialist
Locations: Fort Wayne and Granger

State Licensure

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

State Licensure: Not Applicable

If so, please identify : Not Applicable

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

The specific license(s) needed: Not Applicable

The State agency issuing the license(s): Not Applicable

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Professional Certification

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

If so, please identify: Not applicable. There is no required certification for the Medical Assistant Specialist program graduates.

The specific professional certification(s) needed:

Not applicable; however, optional certification is available, as follows:

- 1) Certified Medical Assistant (CMA) certification examination through AAMA

Immediately upon graduation, Ross Medical Education Center Medical Assistant program graduates are eligible to take the Certified Medical Assistant (CMA) exam through the American Association of Medical Assistants (AAMA). Only individuals who are attending (or have graduated from) a Medical Assisting/Assistant program that is/was CAAHEP or ABHES accredited at any time during the individual's enrollment, or that became CAAHEP or ABHES accredited within 36 months after the individual's graduation are eligible for the CMA exam. There are no exceptions to this policy and there are no refunds. Students who do not attend or graduate from an ABHES or CAAHEP accredited program are not eligible to sit for the CMA exam. Ross Medical Education Center, Fort Wayne, IN and Ross Medical Education Center, Granger, IN are both institutionally accredited by ABHES, which allows our

Medical Assistant program graduates the ability to sit for the CMA examination. As of January 1, 2010, the Medical Assistant program graduates must sit for the CMA examination within 60 months (5 years) of successful completion of the program.

2) Registered Medical Assistant (RMA) certification examination through AMT

Immediately upon graduation, Ross Medical Education Center Medical Assistant program graduates are eligible to take the Registered Medical Assistant (RMA) exam offered by the American Medical Technologists (AMT) by way of successful completion of an accredited Medical Assistant program (by a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation, or otherwise approved by the AMT Board of Directors).

3) Certified Clinical Medical Assistant (CCMA) certification examination through NHA and Certified Medical Administrative Assistant (CMAA) certification examination through NHA

Graduates of Ross Medical Education Center’s Medical Assistant program are eligible to sit for 2 examinations through the National Healthcareer Association (NHA) – the Certified Clinical Medical Assistant (CCMA) certification examination and the Certified Medical Administrative Assistant (CMAA) certification examination.

Eligibility for both the CCMA and the CMA examinations include possessing a High School Diploma, or the equivalent, and successful completion of a related training program or one year of work experience within the field.

The NHA Certification Board is the autonomous governing board that has the responsibility for overseeing all allied health certification programs with the exception of the Certified Pharmacy Technician examination program (ExCPT), which is governed by a separate board. The NHA Certification Board sets policy over essential certification activities. The Board has oversight responsibility for all allied health certification and recertification decisions, including governance, eligibility standards, disciplinary and appeals actions, and the development, administration and scoring of assessment instruments.

4) There are other Medical Assistant related certifications for which Ross Medical Education Center Medical Assistant program graduates could be eligible; however, these CMA, RMA, CCMA, and CMAA are the most prevalent certification examinations taken by Ross Medical Assistant program graduates.

The national organization issuing the certification(s):

American Association of Medical Assistants (AAMA)
American Medical Technologists (AMT)
National Healthcareer Association (NHA)

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Program Accreditation

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

Not applicable.

If so, please identify the specialized accrediting agency:

Not applicable. The program does not require specialized programmatic accreditation. Program graduates can work in the field without certification or licensure.

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Ross Medical Education Center, Granger, Indiana campus

Name of Program Medical Assistant Specialist Associate of Applied Science

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

Name of Person Preparing this Form Donna Miroslaw

Telephone Number 810-956-6277 Application Type

Date the Form was Prepared February 14, 2013 ☒ New ☐ Renewal

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

The Medical Assistant Specialist Associate of Applied Science degree program is a 1, 165 hours, 98.5 quarter credits, 70 weeks (day) and 76 weeks (evening) degree completion program, delivered residentially that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures. Interpersonal and customer service skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll, medical back-office assisting, basic principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, and appreciate for studies of the arts, science and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities to their role.

Graduates of the Medical Assistant Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: physicians' office, multi-specialty clinics, surgery centers, hospitals, long-term care facilities, home health care agencies, community health and public health settings and agencies.

PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Assistant (Administrative, Clinical or both), Phlebotomist, Medical Office Manager, Medical Receptionist, Medical Coordinator, Referral Specialist, Diagnostic Service Associate, and Patient Care Coordinator.

PROGRAM EDUCATIONAL OBJECTIVES

The Medical Assistant Specialist Associate of Applied Science degree engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures.
- Interpersonal and customer services skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement.
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning.
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior.
- Critical thinking applied to approach in performing all duties and responsibilities of their role.

All of the Medical Assistant diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Medical Assistant diploma/certificate program will transfer to the Medical Assistant Specialist Associate of Applied Science, totaling 540 clock hours and 38.5 credit hours. All students admitted to the Medical Assistant Specialist Associate of Applied Science Degree Completion program must complete five general education courses, six basic courses, three program required courses and one capstone.

TRANSFER CREDITS FROM THE MEDICAL ASSISTANT DIPLOMA/CERTIFICATE PROGRAM:

Course #	Course	Clock Hours	Credit
MA101A	Medical Terminology/Anatomy and Physiology	15	1.5
MA101B	Medical Terminology/Anatomy and Physiology	15	1.5
MA101C	Medical Terminology/Anatomy and Physiology	15	1.5
MA101D	Medical Terminology/Anatomy and Physiology	15	1.5
MA101E	Medical Terminology/Anatomy and Physiology	15	1.5
MA101F	Medical Terminology/Anatomy and Physiology	15	1.5
MA103	Fundamentals of Assisting	30	2.0
MA104	Cardiopulmonary Procedures	30	2.0
MA105	Urinalysis	15	1.0
MA106	Medical/Surgical Asepsis and Infection Control	15	1.0
MA107	Administration of Medicine	45	3.0
MA108	Basic Office First Aid	15	1.0
MA109	Hematology	40	2.5
MA110	Keyboarding	30	1.5
MA111	Introduction to the Office Laboratory	15	1.0
MA112	Introduction to Word Processing for the Medical Office	30	1.5
MA113	Mathematical Applications in the Medical Office	15	1.0
MA114	Financial Recordkeeping	30	2.0
MA115	Medical Insurance Coding Procedures	15	1.0
MA116	Medical Insurance Billing Procedures	15	1.0
MA117	Medical Office Automation	30	2.0
MA118	Medical Office Procedures	45	3.0
MA119	Professional Growth and Communication Skills	20	2.0
MA121	Specialty Examinations and Procedures	15	1.0
Total Clock Hour & Credits for Transfer Courses		540	38.5

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

NAME OF PROGRAM: Medical Assistant Specialist Associate of Applied Science

TOTAL COURSE HOURS: 98.5 credit hrs. Check one: Quarter Hours X

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 70/76 weeks (day/eve) TUITION: \$10,800

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
PROGRAM REQUIRED COURSES		
MA204	Medical Law and Ethics	15/ 1.5
MA205	Healthcare Information Management	45/ 4.0
MA214	Computer Software Applications in Healthcare	45/ 4.0
MA224	Capstone Medical Assistant Specialist	40/ 4.0

SPECIALTY COURSES CONTINUED

THESE SPECIALTY COURSES TRANSFER FROM THE MEDICAL ASSISTANT DIPLOMA PROGRAM

MA101A	Medical Terminology/ Anatomy and Physiology	15/ 1.5
MA101B	Medical Terminology/ Anatomy and Physiology	15/ 1.5
MA101C	Medical Terminology/ Anatomy and Physiology	15/ 1.5
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- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

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- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
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4. Other library facilities in close geographical proximity for student access:

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 7 **Full-time:** 0 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Alicia Andrews	BA Business & Sociology, AS - Pre-Pharmacy, Licensed Pharmacy Technician, CPht	6	1	n/a		x
Carolyn Edmonds	MA - Education, BA - Healthcare Administration, AAS - Practical Nursing, Diploma - Practical Nursing	30	<1	6		x
Dionna Gary	BA - Sociology	4	<1	1		x
Kelly Graft	BA - Communication	7	<1	n/a		x
Shane Lauber	MA - Information System Management, BA - Information Systems	12	<1	12		x
James McLaughlin	MS - Biology, BS - Biology	7	<1	1		x
Dawn Pflaumer	BA - Applied Behavioral Science, AS - Medical Assisting	15	<1	n/a		x

Medical Assistant Specialist Associate of Applied Science Schedule

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Term	Class	Start/End Date	Clock Hours	Credit Hours	Class Days	Hours per class	Dates of Class
Term 1		4/18-6/27					
Mod 1	BC 102	4/18-5/21	40	4	Tu/TH	4	4/18,23,25,30-5/2,7,9,14,16,21
	BC 212	4/22-5/22	45	4	M/W	4	4/22,24,29,-5-1,6,8,13,15,20,22
Mod 2	BC-203	5/28-6/27	45	4	Tu/TH	4	5/28,30-6/4,6,10,12,17,19,24,26
MA students only	MA 204	5/29-6/26	15	1.5	W	3	5/29-6/5,12,19,26

Term 2		7/1-9/10					
Mod 1	BC-104	7/1-7/31	40	4	M/W	4	7/1,3,8,10,15,17,22,24,29,31
	BC-211	7/2-8/6	45	4	T/Th	4	7/2,9,11,16,18,23,25,30-8/1,6
Mod 2	GN-111	8/5-9/09	45	4	M/W	4	8/5,7,12,14,19,21,26,28-9/4,9
MA students only	MA 205	8/8-9/10	45	4	T/Th	4	8/8,13,15,20,22,27,29,-9/3,5,10

Term 3		9/11-11/19					
Mod 1	BC 105	9/11-10/14	40	4	M/W	4	9/11,16,18,23,25,30-10/2,7,9,14
	GN 113	9/12-10/15	45	4	T/Th	4	9/12,17,19,24,26,-10/1,3,8,10,15
Mod 2	GN 114	10/16-11/18	45	4	M/W	4	10/16,21,23,28,30-11/4,6,11,13,18
MA students only	MA 214	10/17-11/19	45	4	T/Th	4	10/17,22,24,29,31-11/5,7,12,14,19

Term 4		11/20-2/11					
Mod 1	GN 210	11/20-1/6/14	45	4	M/W	4	11/20,25,27,-12/2,4,9,11,16,18-1/6
	GN 211	11/21-1/7/14	45	4	T/Th	4	11/21,26-12/3,5,10,12,17,19-1/2,7
MA only	MA 224	1/9/14-2/11/14	40	4	T/Th	4	1/9,14,16,21,23,28,30-2/4,6,11

Note: Holidays / classes not scheduled
 5/27-7/4-9/2-11/28
 12/23-1/1/14-classes resume 1/2/14

Total 625 Hours 60 credits

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

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

Institution: Ross Medical Education Center
Degree Program: A.A.S. in Medical Assistant Specialist
Locations: Fort Wayne and Granger

State Licensure

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

State Licensure: Not Applicable

If so, please identify : Not Applicable

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

The specific license(s) needed: Not Applicable

The State agency issuing the license(s): Not Applicable

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Professional Certification

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

If so, please identify: Not applicable. There is no required certification for the Medical Assistant Specialist program graduates.

The specific professional certification(s) needed:

Not applicable; however, optional certification is available, as follows:

- 1) Certified Medical Assistant (CMA) certification examination through AAMA

Immediately upon graduation, Ross Medical Education Center Medical Assistant program graduates are eligible to take the Certified Medical Assistant (CMA) exam through the American Association of Medical Assistants (AAMA). Only individuals who are attending (or have graduated from) a Medical Assisting/Assistant program that is/was CAAHEP or ABHES accredited at any time during the individual's enrollment, or that became CAAHEP or ABHES accredited within 36 months after the individual's graduation are eligible for the CMA exam. There are no exceptions to this policy and there are no refunds. Students who do not attend or graduate from an ABHES or CAAHEP accredited program are not eligible to sit for the CMA exam. Ross Medical Education Center, Fort Wayne, IN and Ross Medical Education Center, Granger, IN are both institutionally accredited by ABHES, which allows our

Medical Assistant program graduates the ability to sit for the CMA examination. As of January 1, 2010, the Medical Assistant program graduates must sit for the CMA examination within 60 months (5 years) of successful completion of the program.

2) Registered Medical Assistant (RMA) certification examination through AMT

Immediately upon graduation, Ross Medical Education Center Medical Assistant program graduates are eligible to take the Registered Medical Assistant (RMA) exam offered by the American Medical Technologists (AMT) by way of successful completion of an accredited Medical Assistant program (by a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation, or otherwise approved by the AMT Board of Directors).

3) Certified Clinical Medical Assistant (CCMA) certification examination through NHA and Certified Medical Administrative Assistant (CMAA) certification examination through NHA

Graduates of Ross Medical Education Center’s Medical Assistant program are eligible to sit for 2 examinations through the National Healthcareer Association (NHA) – the Certified Clinical Medical Assistant (CCMA) certification examination and the Certified Medical Administrative Assistant (CMAA) certification examination.

Eligibility for both the CCMA and the CMA examinations include possessing a High School Diploma, or the equivalent, and successful completion of a related training program or one year of work experience within the field.

The NHA Certification Board is the autonomous governing board that has the responsibility for overseeing all allied health certification programs with the exception of the Certified Pharmacy Technician examination program (ExCPT), which is governed by a separate board. The NHA Certification Board sets policy over essential certification activities. The Board has oversight responsibility for all allied health certification and recertification decisions, including governance, eligibility standards, disciplinary and appeals actions, and the development, administration and scoring of assessment instruments.

4) There are other Medical Assistant related certifications for which Ross Medical Education Center Medical Assistant program graduates could be eligible; however, these CMA, RMA, CCMA, and CMAA are the most prevalent certification examinations taken by Ross Medical Assistant program graduates.

The national organization issuing the certification(s):

American Association of Medical Assistants (AAMA)
American Medical Technologists (AMT)
National Healthcareer Association (NHA)

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Program Accreditation

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

Not applicable.

If so, please identify the specialized accrediting agency:

Not applicable. The program does not require specialized programmatic accreditation. Program graduates can work in the field without certification or licensure.

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Ross Medical Education Center, Ft. Wayne, Indiana campus

Name of Program Medical Insurance Billing and Office Administration Specialist Associate of Applied Science

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

Name of Person Preparing this Form Donna Miroslaw

Telephone Number 810-956-6277 Application Type

Date the Form was Prepared February 14, 2013 ☒ New ☐ Renewal

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

The Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program is a 1,120 hours, 98.5 quarter credits, 70 weeks (day)/82.5 weeks (eve), degree completion program, delivered residentially that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

All students that graduate from the Medical Insurance Billing and Office Administration diploma program at any Ross Medical Education Center institution is eligible to apply for the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science program. Only graduates from Ross medical Education Center will be allowed to apply for the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science program. This program is not offered to non-Ross graduates. Credits will transfer from the diploma level program to the Associate Degree program, therefore, making this a degree completion program.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures.

Interpersonal and customer service skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll, medical back-office assisting, basic principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, an appreciation of studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities of their role.

Graduates of the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: physicians' offices, multi-specialty clinics, surgery centers, hospitals, long-term care facilities, home health care agencies, community health and public health setting and agencies.

PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Receptionist, Medical Secretary, Billing Clerk, Billing Specialist, Patient Account Representative, Patient Services Representative, and Medical Records Clerk.

PROGRAM EDUCATIONAL OBJECTIVES

The Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures.
- Interpersonal and customer services skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement.
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning.

- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior.
- Critical thinking applied to approach in performing all duties and responsibilities of their role.

All of the Medical Insurance Billing and Office Administration diploma program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Medical Insurance Billing and Office Administration diploma program will transfer to the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science, totaling 600 clock hours and 48 credit hours. All students admitted to the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science Degree Completion program must complete five general education courses, six basic courses, and one capstone.

TRANSFER CREDITS FROM THE MEDICAL INSURANCE BILLING & OFFICE ADMINISTRATION DIPLOMA PROGRAM:

Course #	Course	Clock Hours	Credit
MB201A	BioMedical Science	45	4.5
MB201B	BioMedical Science	45	4.5
MB201C	BioMedical Science	45	4.5
MB201D	BioMedical Science	45	4.5
MB201E	BioMedical Science	30	3.0
MB202A	Medical Office Administration	45	3.0
MB202B	Medical Office Administration	45	3.0
MB202C	Medical Office Administration	30	2.0
MB202D	Medical Office Administration	30	2.0
MB202E	Medical Office Administration	40	2.5
MB203	Fundamentals of Assisting	30	2.0
MB204	Medical Law and Ethics	15	1.5
MB205	Medical Asepsis and infection Control	15	1.0
MB206	Medical Office Procedures	45	3.0
MB207	Mathematical Applications in the Medical Office	15	1.0
MB208	Financial Recordkeeping	30	2.0
MB209	Basic Office First Aid	15	1.0
MB210	Medical Office Management	15	1.0
MB211	Professional Growth and Communication Skills	20	2.0
Total Clock Hour & Credits for Transfer Courses		600	48.0

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

NAME OF PROGRAM: Medical Insurance Billing and Office Administration Specialist Associate
of Applied Science

TOTAL COURSE HOURS: 98.5 credit hrs. Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 70/82.5 weeks (day/eve) TUITION: \$10,800

SPECIALTY COURSES:

Course Number	Course Title	Course Hours

SPECIALTY COURSES

ALL SPECIALTY COURSE CREDITS EXCEPT DA212 (PROGRAM CAPSTONE) TRANSFER FROM THE MEDICAL INSURANCE BILLING AND OFFICE ADMINISTRATION DIPLOMA PROGRAM

MB201A	BioMedical Science	45/4.5
MB201B	BioMedical Science	45/4.5
MB201C	BioMedical Science	45/4.5
MB201D	BioMedical Science	45/4.5
MB201E	BioMedical Science	30/3.0
MB202A	Medical Office Administration	45/3.0
MB202B	Medical Office Administration	45/3.0
MB202C	Medical Office Administration	30/2.0
MB202D	Medical Office Administration	30/2.0
MB202E	Medical Office Administration	40/2.5
MB203	Fundamentals of Assisting	30/2.0
MB204	Medical Law and Ethics	15/1.5
MB205	Medical Asepsis and infection Control	15/1.0
MB206	Medical Office Procedures	45/3.0
MB207	Mathematical Applications in the Medical Office	15/1.0
MB208	Financial Recordkeeping	30/2.0
MB209	Basic Office First Aid	15/1.0
MB210	Medical Office Management	15/1.0
MB211	Professional Growth and Communication Skills	20/2.0
MB214	Capstone – Medical Insurance Billing and Office Administration Specialist	40/4.0

BASIC COURSES

BC102	Introduction to Pharmacology	40/ 4.0
BC104	Introduction to Epidemiology	40/ 4.0
BC105	Core Concepts in Health	40/ 4.0
BC203	Introduction to Biology for Non Majors	45/ 4.0

BC211	Computer Fundamentals	45/ 4.0
BC212	Dosage Calculations	45/ 4.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN111	Introduction to Communication	45/ 4.5
GEN113	Introduction to Psychology	45/ 4.5
GEN114	Introduction to Sociology	45/ 4.5
GEN210	Critical Thinking	45/ 4.5
GEN211	Lifespan Development	45/ 4.5

Number of Credit/Clock Hrs. in Specialty: 76 / 895 Percentage: 77%

Number of Credit/Clock Hrs. In General Courses: 22.5 / 225 Percentage: 23%

If applicable:

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

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

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

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student utilization, therefore, no librarian is on staff.

2. Number of volumes of professional material:

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

3. Number of professional periodicals subscribed to:

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

There are 12 public libraries in the greater Fort Wayne Metropolitan area. The nearest library to Ross Medical Education Center, Fort Wayne, at 2.18 miles away is Little Turtle Branch Library, located at 2201 Sherman Blvd., Fort Wayne, Indiana.

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 5 **Full-time:** 2 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Bettye Griffin	PhD - Educational Psychology, MS - Clinical Psychology, MBA - Business Administration, BS - Business Administration	12	<1	9		x
Jessica Le	BA - General Studies & Psychology, AS, Certified Medical Assistant, Certified Allied Health Instructor	10	4	4	x	
Jennifer Matson	BS - Dietetics, AS - Nursing, Certified Pharmacy Technician	12	1.5	5	x	
James McLaughlin	MS - Biology, BS - Biology	7	<1	1		x
Jeanine Oberly	MBA - Healthcare Management, BS - Business Administration & Human Resources, AS - Business Administration Management	18	<1	n/a		x

Medical Insurance Billing & Office Administration Specialist Associate of Applied Science Schedule

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Term	Class	Start/End Date	Clock Hours	Credit Hours	Class Days	Hours per class	Dates of Class
Term 1		4/18-6/27					
Mod 1	BC 102	4/18-5/21	40	4	Tu/TH	4	4/18,23,25,30-5/2,7,9,14,16,21
	BC 212	4/22-5/22	45	4	M/W	4.5	4/22,24,29-5-1,6,8,13,15,20,22
Mod 2	BC-203	5/28-6/27	45	4	Tu/TH	4.5	5/28,30-6/4,6,10,12,17,19,24,26

Term 2		7/1-9/10					
Mod 1	BC-104	7/1-7/31	40	4	M/W	4	7/1,3,8,10,15,17,22,24,29,31
	BC-211	7/2-8/6	45	4	T/Th	4.5	7/2,9,11,16,18,23,25,30-8/1,6
Mod 2	GN-111	8/5-9/09	45	4.5	M/W	4.5	8,5,7,12,14,19,21,26,28-9/4,9

Term 3		9/11-11/19					
Mod 1	BC 105	9/11-10/14	40	4	M/W	4	9/11,16,18,23,25,30-10/2,7,9,14
	GN 113	9/12-10/15	45	4.5	T/Th	4.5	9/12,17,19,24,26-10/1,3,8,10,15
Mod 2	GN 114	10/16-11/18	45	4.5	M/W	4.5	10/16,21,23,28,30-11/4,6,11,13,18

Term 4		11/20-2/11					
Mod 1	GN 210	11/20-1/6/14	45	4.5	M/W	4.5	11/20,25,27,-12/2,4,9,11,16,18-1/6
	GN 211	11/21-1/7/14	45	4.5	T/Th	4.5	11/21,26-12/3,5,10,12,17,19-1/2,7
MIBOA only	MB 214	1/9/14-2/11/14	40	4	T/Th	4	1/9,14,16,21,23,28,30-2/4,6,11

Note:Holidays /classes not scheduled
5/27-7/4-9/2-11/28
12/23-1/1/14-classes resume 1/2/14

Total 520 hours 50.5 credits

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

Institution: Ross Medical Education Center
Degree Program: A.A.S. in Medical Insurance Billing and Office Administration Specialist
Locations: Fort Wayne and Granger

State Licensure

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

State Licensure: Not Applicable

If so, please identify : Not Applicable

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

The specific license(s) needed: Not Applicable

The State agency issuing the license(s): Not Applicable

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Professional Certification

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

If so, please identify: Not applicable. There is no required certification for the Medical Insurance Billing and Office Administration Specialist program graduates.

The specific professional certification(s) needed:

Not applicable; however, optional certification is available, as follows:

- 1) Certified Medical Administrative Specialist (CMAS) certification examination through AMT

Immediately upon graduation, Ross Medical Education Center Medical Insurance Billing and Office Administration program graduates are eligible to take the Certified Medical Administrative Specialist (CMAS) exam offered by the American Medical Technologists (AMT) by way of successful completion of an accredited Medical Office Administration program (by a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation, or otherwise approved by the AMT Board of Directors).

2) *Certified Billing and Coding Specialist (CBCS) certification examination through NHA*

Graduates of Ross Medical Education Center's Medical Insurance Billing and Office Administration program are eligible to sit for the *Certified Billing and Coding Specialist (CBCS) certification exam* through the National Healthcareer Association (NHA).

Eligibility for the CBCS examination includes possessing a High School Diploma, or the equivalent, and successful completion of a related training program or one year of work experience within the field.

The NHA Certification Board is the autonomous governing board that has the responsibility for overseeing all allied health certification programs with the exception of the Certified Pharmacy Technician examination program (ExCPT), which is governed by a separate board. The NHA Certification Board sets policy over essential certification activities. The Board has oversight responsibility for all allied health certification and recertification decisions, including governance, eligibility standards, disciplinary and appeals actions, and the development, administration and scoring of assessment instruments.

3) *Certified Professional Coder (CPC) certification examination through AAPC*

Graduates of Ross Medical Education Center's Medical Insurance Billing and Office Administration program who possess 2 years of medical coding experience are eligible to sit for the CPC examination through the American Association of Professional Coders (AAPC). In order to be eligible for this certification an individual must also maintain current membership in the AAPC.

4) *Certified Coding Associate (CCA) certification examination through AHIMA.*

Graduates of Ross Medical Education Center's Medical Insurance Billing and Office Administration program are eligible to sit for the CCA examination through the American Health Information Management Association (AHIMA) by possessing a high school diploma. A graduate who attains the CCA certification, s/he is eligible for to take the Certified Coding Specialist certification examination once s/he completes 1 year of coding experience directly applying codes.

5) There are other Medical Office Administration and Billing and Coding related certifications for which Ross Medical Education Center Medical Assistant program graduates could be eligible; however, these CMAS, CBCA, CPC, and CCA are the most prevalent certification examinations taken by Ross Medical Assistant program graduates.

The national organization issuing the certification(s):

American Medical Technologists (AMT)
National Healthcareer Association (NHA)
American Association of Professional Coders (AAPC).
American Health Information Management Association (AHIMA)

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Program Accreditation

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

Not applicable.

If so, please identify the specialized accrediting agency:

Not applicable. The program does not require specialized programmatic accreditation. Program graduates can work in the field without certification or licensure.

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution Ross Medical Education Center, Granger, Indiana campus

Name of Program Medical Insurance Billing and Office Administration Specialist Associate of Applied Science

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

Name of Person Preparing this Form Donna Miroslaw

Telephone Number 810-956-6277 Application Type

Date the Form was Prepared February 14, 2013 ☒ New ☐ Renewal

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

The Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program is a 1,120 hours, 98.5 quarter credits, 70 weeks (day)/82.5 weeks (eve), degree completion program, delivered residentially that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

All students that graduate from the Medical Insurance Billing and Office Administration diploma program at any Ross Medical Education Center institution is eligible to apply for the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science program. Only graduates from Ross medical Education Center will be allowed to apply for the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science program. This program is not offered to non-Ross graduates. Credits will transfer from the diploma level program to the Associate Degree program, therefore, making this a degree completion program.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures.

Interpersonal and customer service skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll, medical back-office assisting, basic principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, an appreciation of studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities of their role.

Graduates of the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: physicians' offices, multi-specialty clinics, surgery centers, hospitals, long-term care facilities, home health care agencies, community health and public health setting and agencies.

PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Receptionist, Medical Secretary, Billing Clerk, Billing Specialist, Patient Account Representative, Patient Services Representative, and Medical Records Clerk.

PROGRAM EDUCATIONAL OBJECTIVES

The Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures.
- Interpersonal and customer services skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement.
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning.

- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior.
- Critical thinking applied to approach in performing all duties and responsibilities of their role.

All of the Medical Insurance Billing and Office Administration diploma program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Medical Insurance Billing and Office Administration diploma program will transfer to the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science, totaling 600 clock hours and 48 credit hours. All students admitted to the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science Degree Completion program must complete five general education courses, six basic courses, and one capstone.

TRANSFER CREDITS FROM THE MEDICAL INSURANCE BILLING & OFFICE ADMINISTRATION DIPLOMA PROGRAM:

Course #	Course	Clock Hours	Credit
MB201A	BioMedical Science	45	4.5
MB201B	BioMedical Science	45	4.5
MB201C	BioMedical Science	45	4.5
MB201D	BioMedical Science	45	4.5
MB201E	BioMedical Science	30	3.0
MB202A	Medical Office Administration	45	3.0
MB202B	Medical Office Administration	45	3.0
MB202C	Medical Office Administration	30	2.0
MB202D	Medical Office Administration	30	2.0
MB202E	Medical Office Administration	40	2.5
MB203	Fundamentals of Assisting	30	2.0
MB204	Medical Law and Ethics	15	1.5
MB205	Medical Asepsis and infection Control	15	1.0
MB206	Medical Office Procedures	45	3.0
MB207	Mathematical Applications in the Medical Office	15	1.0
MB208	Financial Recordkeeping	30	2.0
MB209	Basic Office First Aid	15	1.0
MB210	Medical Office Management	15	1.0
MB211	Professional Growth and Communication Skills	20	2.0
Total Clock Hour & Credits for Transfer Courses		600	48.0

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

NAME OF PROGRAM: Medical Insurance Billing and Office Administration Specialist Associate
of Applied Science

TOTAL COURSE HOURS: 98.5 credit hrs. Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 70/82.5 weeks (day/eve) TUITION: \$10,800

SPECIALTY COURSES:

Course Number	Course Title	Course Hours

SPECIALTY COURSES

ALL SPECIALTY COURSE CREDITS EXCEPT DA212 (PROGRAM CAPSTONE) TRANSFER FROM THE MEDICAL INSURANCE BILLING & OFFICE ADMINISTRATION DIPLOMA PROGRAM

MB201A	BioMedical Science	45/4.5
MB201B	BioMedical Science	45/4.5
MB201C	BioMedical Science	45/4.5
MB201D	BioMedical Science	45/4.5
MB201E	BioMedical Science	30/3.0
MB202A	Medical Office Administration	45/3.0
MB202B	Medical Office Administration	45/3.0
MB202C	Medical Office Administration	30/2.0
MB202D	Medical Office Administration	30/2.0
MB202E	Medical Office Administration	40/2.5
MB203	Fundamentals of Assisting	30/2.0
MB204	Medical Law and Ethics	15/1.5
MB205	Medical Asepsis and infection Control	15/1.0
MB206	Medical Office Procedures	45/3.0
MB207	Mathematical Applications in the Medical Office	15/1.0
MB208	Financial Recordkeeping	30/2.0
MB209	Basic Office First Aid	15/1.0
MB210	Medical Office Management	15/1.0
MB211	Professional Growth and Communication Skills	20/2.0
MB214	Capstone – Medical Insurance Billing and Office Administration Specialist	40/4.0

BASIC COURSES

BC102	Introduction to Pharmacology	40/ 4.0
BC104	Introduction to Epidemiology	40/ 4.0
BC105	Core Concepts in Health	40/ 4.0
BC203	Introduction to Biology for Non Majors	45/ 4.0

BC211	Computer Fundamentals	45/ 4.0
BC212	Dosage Calculations	45/ 4.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN111	Introduction to Communication	45/ 4.5
GEN113	Introduction to Psychology	45/ 4.5
GEN114	Introduction to Sociology	45/ 4.5
GEN210	Critical Thinking	45/ 4.5
GEN211	Lifespan Development	45/ 4.5

Number of Credit/Clock Hrs. in Specialty: 76 / 895 Percentage: 77%

Number of Credit/Clock Hrs. In General Courses: 22.5 / 225 Percentage: 23%

If applicable:

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

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

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

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student utilization, therefore, no librarian is on staff.

2. Number of volumes of professional material:

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

3. Number of professional periodicals subscribed to:

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

There are 12 public libraries in the greater Fort Wayne Metropolitan area. The nearest library to Ross Medical Education Center, Fort Wayne, at 2.18 miles away is Little Turtle Branch Library, located at 2201 Sherman Blvd., Fort Wayne, Indiana.

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 7 **Full-time:** 0 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Alicia Andrews	BA Business & Sociology, AS - Pre-Pharmacy, Licensed Pharmacy Technician, CPht	6	1	n/a		x
Carolyn Edmonds	MA - Education, BA - Healthcare Administration, AAS - Practical Nursing, Diploma - Practical Nursing	30	<1	6		x
Dionna Gary	BA - Sociology	4	<1	1		x
Kelly Graft	BA - Communication	7	<1	n/a		x
Shane Lauber	MA - Information System Management, BA - Information Systems	12	<1	12		x
James McLaughlin	MS - Biology, BS - Biology	7	<1	1		x
Dawn Pflaumer	BA - Applied Behavioral Science, AS - Medical Assisting	15	<1	n/a		x

Medical Insurance Billing & Office Administration Specialist Associate of Applied Science Schedule

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Term	Class	Start/End Date	Clock Hours	Credit Hours	Class Days	Hours per class	Dates of Class
Term 1		4/18-6/27					
Mod 1	BC 102	4/18-5/21	40	4	Tu/TH	4	4/18,23,25,30-5/2,7,9,14,16,21
	BC 212	4/22-5/22	45	4	M/W	4.5	4/22,24,29-5-1,6,8,13,15,20,22
Mod 2	BC-203	5/28-6/27	45	4	Tu/TH	4.5	5/28,30-6/4,6,10,12,17,19,24,26

Term 2		7/1-9/10					
Mod 1	BC-104	7/1-7/31	40	4	M/W	4	7/1,3,8,10,15,17,22,24,29,31
	BC-211	7/2-8/6	45	4	T/Th	4.5	7/2,9,11,16,18,23,25,30-8/1,6
Mod 2	GN-111	8/5-9/09	45	4.5	M/W	4.5	8,5,7,12,14,19,21,26,28-9/4,9

Term 3		9/11-11/19					
Mod 1	BC 105	9/11-10/14	40	4	M/W	4	9/11,16,18,23,25,30-10/2,7,9,14
	GN 113	9/12-10/15	45	4.5	T/Th	4.5	9/12,17,19,24,26-10/1,3,8,10,15
Mod 2	GN 114	10/16-11/18	45	4.5	M/W	4.5	10/16,21,23,28,30-11/4,6,11,13,18

Term 4		11/20-2/11					
Mod 1	GN 210	11/20-1/6/14	45	4.5	M/W	4.5	11/20,25,27,-12/2,4,9,11,16,18-1/6
	GN 211	11/21-1/7/14	45	4.5	T/Th	4.5	11/21,26-12/3,5,10,12,17,19-1/2,7
MIBOA only	MB 214	1/9/14-2/11/14	40	4	T/Th	4	1/9,14,16,21,23,28,30-2/4,6,11

Note:Holidays /classes not scheduled
5/27-7/4-9/2-11/28
12/23-1/1/14-classes resume 1/2/14

Total 520 hours 50.5 credits

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

Institution: Ross Medical Education Center
Degree Program: A.A.S. in Medical Insurance Billing and Office Administration Specialist
Locations: Fort Wayne and Granger

State Licensure

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

State Licensure: Not Applicable

If so, please identify : Not Applicable

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

The specific license(s) needed: Not Applicable

The State agency issuing the license(s): Not Applicable

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Professional Certification

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

If so, please identify: Not applicable. There is no required certification for the Medical Insurance Billing and Office Administration Specialist program graduates.

The specific professional certification(s) needed:

Not applicable; however, optional certification is available, as follows:

- 1) Certified Medical Administrative Specialist (CMAS) certification examination through AMT

Immediately upon graduation, Ross Medical Education Center Medical Insurance Billing and Office Administration program graduates are eligible to take the Certified Medical Administrative Specialist (CMAS) exam offered by the American Medical Technologists (AMT) by way of successful completion of an accredited Medical Office Administration program (by a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation, or otherwise approved by the AMT Board of Directors).

2) *Certified Billing and Coding Specialist (CBCS) certification examination through NHA*

Graduates of Ross Medical Education Center's Medical Insurance Billing and Office Administration program are eligible to sit for the *Certified Billing and Coding Specialist (CBCS) certification exam* through the National Healthcareer Association (NHA).

Eligibility for the CBCS examination includes possessing a High School Diploma, or the equivalent, and successful completion of a related training program or one year of work experience within the field.

The NHA Certification Board is the autonomous governing board that has the responsibility for overseeing all allied health certification programs with the exception of the Certified Pharmacy Technician examination program (ExCPT), which is governed by a separate board. The NHA Certification Board sets policy over essential certification activities. The Board has oversight responsibility for all allied health certification and recertification decisions, including governance, eligibility standards, disciplinary and appeals actions, and the development, administration and scoring of assessment instruments.

3) *Certified Professional Coder (CPC) certification examination through AAPC*

Graduates of Ross Medical Education Center's Medical Insurance Billing and Office Administration program who possess 2 years of medical coding experience are eligible to sit for the CPC examination through the American Association of Professional Coders (AAPC). In order to be eligible for this certification an individual must also maintain current membership in the AAPC.

4) *Certified Coding Associate (CCA) certification examination through AHIMA.*

Graduates of Ross Medical Education Center's Medical Insurance Billing and Office Administration program are eligible to sit for the CCA examination through the American Health Information Management Association (AHIMA) by possessing a high school diploma. A graduate who attains the CCA certification, s/he is eligible for to take the Certified Coding Specialist certification examination once s/he completes 1 year of coding experience directly applying codes.

5) There are other Medical Office Administration and Billing and Coding related certifications for which Ross Medical Education Center Medical Assistant program graduates could be eligible; however, these CMAS, CBCA, CPC, and CCA are the most prevalent certification examinations taken by Ross Medical Assistant program graduates.

The national organization issuing the certification(s):

American Medical Technologists (AMT)
National Healthcareer Association (NHA)
American Association of Professional Coders (AAPC).
American Health Information Management Association (AHIMA)

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Program Accreditation

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

Not applicable.

If so, please identify the specialized accrediting agency:

Not applicable. The program does not require specialized programmatic accreditation. Program graduates can work in the field without certification or licensure.