



Bachelor of Health Sciences: Medical Assisting

*We're everywhere
you want to learn!*



PROGRAM HIGHLIGHTS

- Flexible online curriculum delivery
- Attend class on your schedule
- Start before, during, or after completing a qualified regionally accredited* associate degree
- Transfer up to 81 lower division credits
- Advisement available by phone or online at 1 (800) 426-3815 or online.advising@nau.edu

NAU

EXTENDED CAMPUSES

P.O. Box 4117

Flagstaff, AZ 86011

1 (800) 426-8315

NAU.EDU/EXTENDED

*Regional Accreditation refers to schools in the United States that meet specific academic standards and quality requirements as determined by review boards and are granted accreditation by one of the following accrediting bodies: Middle States Association of Colleges and Schools, Northwest Association of Colleges and Schools, North Central Association of College and Schools, New England Association of Colleges and Schools, Southern Association of Colleges and Schools, and Western Association of Colleges and Schools (www.cde.state.co.us/cdeprof/Licensure_glossary.asp).

The Department of Health Sciences at Northern Arizona University offers an online bachelor degree completion program for Allied Health students and professionals. The B.S. Health Sciences: Medical Assisting degree was developed to provide a convenient, flexible way for students and working professionals to complete their bachelor degree.

This degree is appropriate for qualified students and professionals who:

- wish to earn their Bachelor's degree while continuing to work
- are interested in learning more about health promotion/disease prevention
- would like to qualify for career advancement opportunities

Program Admission Requirements:

- applicant must have or be currently pursuing an associate degree
- in Medical Assisting
- through a regionally accredited college
- and secure state certification or licensure upon completion of associate degree

Bachelor Degree Requirements:

The Bachelor of Science in Health Sciences: Allied Health requires a total of 120 units of NAU and transfer coursework to include:

- Liberal Studies (minimum of 35 units)
- Health Science Core (27 units)
- Associate degree's discipline-specific coursework (up to 60 units)
- Electives (if needed to reach 120 credits required for graduation and/or other NAU requirements)

Getting Started:

To get started, please read through this packet then contact one of these locations for further assistance:

NAU GateWay Community College
(602) 286-8194
EAlliedHealth@nau.edu

NAU Phoenix College
(602) 285-7148
EAlliedHealth@nau.edu

NAU Extended Campuses
1 (800) 426-8315
EAlliedHealth@nau.edu

We look forward to helping you meet your education goals!

FREQUENTLY ASKED QUESTIONS

Is earning the Associate's Degree required?

Yes. The B.S. Health Sciences degree completion program requires students to transfer in a qualifying regionally accredited associate degree. NAU does not offer the clinical or discipline specific coursework that transfers in from the associate program. Qualified students may begin taking NAU coursework prior to finishing their associate but must complete it and obtain their certification/licensure prior to starting their final course, HS 408C.

Do I have to earn the AGEC (Arizona General Education Certificate)?

No. Students may take NAU online courses to meet specific liberal studies course requirements. Students who do transfer in the AGEC automatically fulfill NAU's liberal studies and diversity requirements. Health Sciences advisors assist students individually to determine their best course of action to complete the program.

When should I apply to NAU?

Applications are accepted year round. See page 7 for application instructions. This program requires two separate applications, one to the department and one to the university. Due to specific prequalification requirements, students should consult with an NAU Health Sciences advisor prior to applying for admission to this program. Qualified students may apply and start taking coursework any semester.

How much does it cost to attend NAU?

The total cost includes tuition, fees, course textbook(s) and materials, residency status of student (Arizona vs. out of state), and the number of courses needed to complete the degree. NAU has one of the lowest tuition rates of any college in Arizona. For detailed, current information on tuition and fees, refer to NAU's website at nau.edu/bursar and click on "Tuition and Fees."

Is financial aid available?

Yes. Students who wish to use financial aid to cover their education expenses need to apply for it two to three months prior to their desired start term. Students may contact a financial advisor at (602) 728-9506 or 1 (800) 426-8315, ext. 4951. NAU scholarships are also available. Refer to NAU's financial aid website at nau.edu/finaid for more information.

Where and how are NAU courses held?

All NAU coursework for this program is delivered online. No travel to the main NAU campus in Flagstaff is required. Refer to the final page of this packet for more information about taking online classes through NAU.

Can I transfer to NAU-Flagstaff to complete this degree?

Yes. Students may transfer to the NAU Flagstaff campus to complete the program if they wish. The online format allows students who cannot attend college in a traditional setting to complete this program no matter where they live.

BACHELOR'S DEGREE CURRICULUM

Liberal Studies (minimum of 35 units):

Students must complete 35 units of NAU Liberal Studies, as well as meet NAU's U.S. Ethnic and Global Diversity requirements. Arizona students who have completed the AGECE (Arizona General Education Curriculum) meet all of the NAU Liberal Studies requirements.

Health Sciences Core (27 units):

- HS 200 – Healthy Lifestyles
- HS 300 – Human Diseases
- HHS 300W – Applied Ethics in Health Care (Junior Writing Requirement)
- HS 301 – Special Topics
- HS 404 – Principles of Epidemiology
- HS 410 – Organization and Administration of Health Services
- *HS 408C - Fieldwork Experience (Capstone requirement)

Two elective courses with HS prefix of your choosing:

- HS elective
- Hs elective

*Students must complete an Associate's degree in one of the Allied Health disciplines at a regionally accredited community college and obtain their certification/licensure before enrolling in HS 408C.

Associate's Degree Discipline-Specific Coursework (up to 60 units)

Electives:

Students may need to take additional coursework to reach the 120 minimum unit requirement for the bachelor degree and/or to meet other NAU requirements not already met. Students may choose elective courses from any academic area that meets their specific interests and goals.

NAU COURSE DESCRIPTIONS

Required Courses:

HS 200 HEALTHY LIFESTYLES (3)

Physical, mental, and social health as it relates to the individual. Students must receive a B or better in this course before proceeding to other HS coursework.

HS 300 HUMAN DISEASES (3)

Overview of acute and chronic diseases, how these diseases affect the human body, and actions one might take to reduce the risk. Prerequisite or Corequisite HS 200 with a grade greater than or equal to B.

HS 301 SPECIAL TOPICS IN HEALTH PROMOTION (1-3)

Studies selected health promotion-related issues that are of current interest in community and school health. May be repeated for credit with different content for up to 9 hours.

HS 404 PRINCIPLES OF EPIDEMIOLOGY (3)

Concepts and methods for analyzing the spread and control of disease: trends in solving community health problems. Prerequisite: HS 300 with a grade greater than or equal to C.

HS 410 ORGANIZATION & ADMINISTRATION OF HEALTH SERVICES (3)

Studies the organization and administration of health services; roles of international, federal, state, and local health organizations; barriers to health services delivery. Prerequisite: HS 200 with a grade greater than or equal to B or HS 300 with a grade greater than or equal to C.

HS 408C FIELDWORK EXPERIENCE (Capstone) (3)

Supervised fieldwork experience in a professional community health-promotion setting. Requires 45 hours for each credit earned. Pass-fail only. Prerequisite: application for fieldwork approved by the department at least three months before starting the fieldwork.

HHS 300W APPLIED ETHICS IN HEALTH CARE (Junior Level Writing Requirement) (3)

This course examines health care practices from a moral point of view using philosophical argument techniques. Prerequisites: Junior or senior standing, or permission of the instructor.

Some Elective Options:

HS 305 THEORIES OF HEALTH BEHAVIORS (3)

Study of behavioral change theories and their applications to health-education intervention strategies and practices. Prerequisite: ENG 105 or ENG 101 or 102 with a grade greater than or equal to B. HS 200 with a grade greater than or equal to B and HS 300 with a grade greater than or equal to C.

HS 403 PLANNING, IMPLEMENTING & EVALUATING HEALTH PROMOTION PROGRAMS (3)

Concepts of community health-promotion program planning, design, and evaluation. Prerequisite: HS 300 with a grade greater than or equal to C and HS 305 with a grade greater than or equal to C.

HS 471 HEALTH ISSUES OF THE SOUTHWEST (US Ethnic Requirement) (3)

Provides an overview of health care issues in the southwestern United States, with a particular focus on primary care and public health services to vulnerable populations. Prerequisite: HS 200 with a grade greater than or equal to B or HS 300 with a grade greater than or equal to C.

STEPS FOR ADMISSION AND REGISTRATION

1. Schedule an advising appointment to get started by calling or emailing:

1 (800) 426-8315 or *online.advising@nau.edu*

- Call an NAU Health Sciences advisor prior to applying to determine if you qualify for this program and to help you get started.
- The advisor will ask you to forward unofficial transcripts (or copies) of your college work so far *prior to your official phone or online advising session*. This gives the advisor time to prepare your degree evaluation. The evaluation will show how your transfer credit will apply and the courses you will need to take to complete the B.S. Health Sciences degree.

2. Complete the Health Sciences Program Application.

Go to nau.edu/hsonline, click on “Admission”, and access the program application under number 3.

Upon receipt, the Health Sciences Coordinator will send you a confirmation letter with instructions on how to proceed.

3. Complete the NAU application.

- Go to nau.edu/hsonline, click on “Admission”, and access the online university application under number 4. Or, go to nau.edu/admissions/ to submit your application.
- Contact your prior colleges and have them submit sealed, ***official*** transcripts to

NAU Undergraduate Admissions
P.O. Box 4084
Flagstaff, AZ, 86011

If you are 24 years old or younger and have not completed a regionally accredited associate’s degree, you must send an official high school transcript as well.

4. If desired, apply for financial aid.

- Go to nau.edu/finaid to get started.
- Call (602) 728-9506 or 1 (800) 426-8315 if you have questions.

5. Upon notification of admission, contact your NAU advisor for assistance choosing and enrolling in classes.

STEPS TO A SUCCESSFUL ONLINE EXPERIENCE

1. You need access to the Internet. NAU students who do not have access to a computer may use any NAU Extended Campus computer lab. See NAU locations at extended.nau.edu/ and call the campus for computer lab hours.
2. To access VISTA (NAU's web course platform), go to vista.nau.edu, click on "Log in to VISTA" and enter your NAU User ID and password (which you set up once you are admitted), then click on your class. If you have questions or experience problems logging in, please call the Academic Computing Help Desk at (888) 520-7215 or email StudentComputing@nau.edu.
3. Check your e-mail messages from your instructor frequently. Web instructors contact their students through their VISTA class e-mail accounts. They provide pertinent information about your course. To access your VISTA e-mail, log into your class, then choose "Mail" in the left side menu.
4. Students may purchase texts for their NAU online courses through the NAU Bookstore at nau.edu/bookstore.
5. Students who wish to familiarize themselves with the format of an online course or practice online skills can take the TIPS course (Technology Information and Proficiency Skills) that is accessible to all admitted NAU students by logging into vista.nau.edu.
6. Many online courses use the NAU Cline Library as an important resource for class projects and assignments. Your online instructor may provide a link. If not, you can access the library at nau.edu/library or call them toll free at (800) 247-3380.
7. Additional resources to assist online students are located on the Academic Computing Help Desk web site at nau.edu/its.

NAU Extended Campuses wants you to be a successful web student and have a positive experience. If you have questions about your web courses, please feel free to contact the NAU Extended Campuses office at (800) 426-8315.