

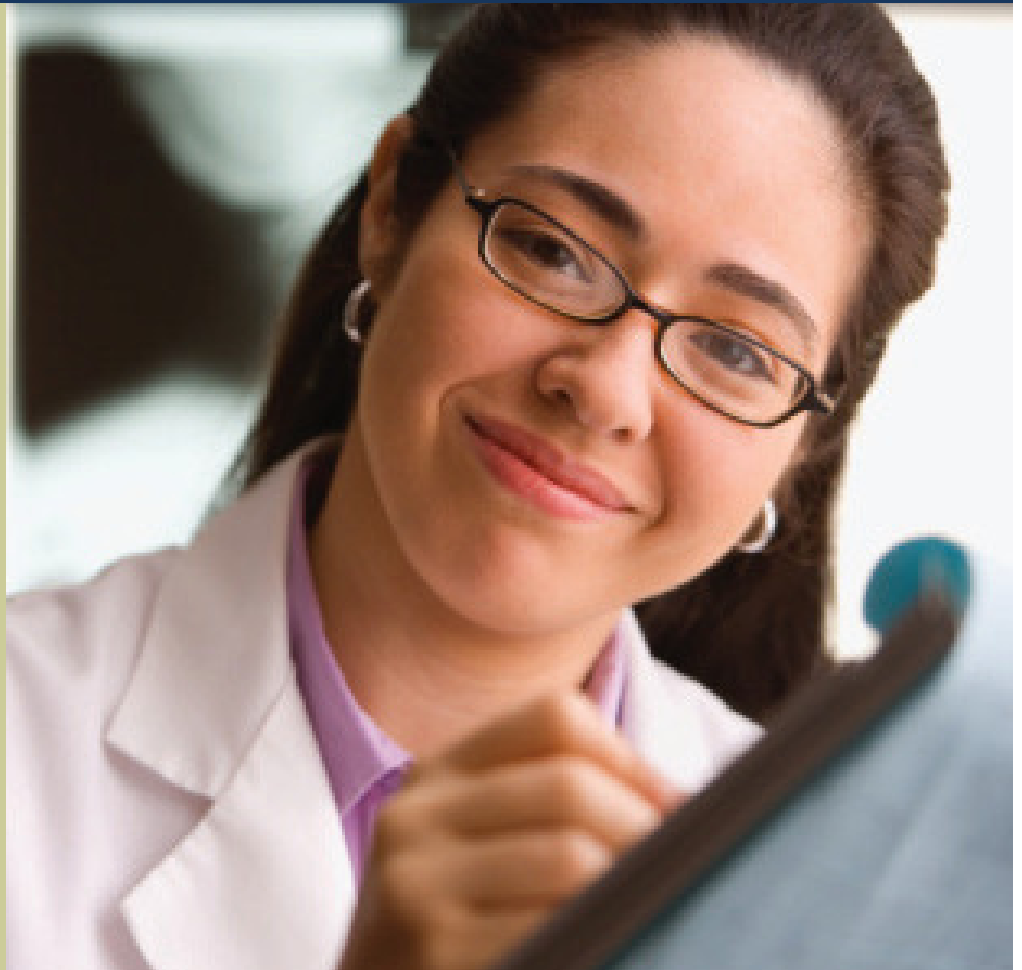


**NORTHERN ARIZONA
UNIVERSITY**

Extended Campuses

Bachelor of Health Sciences: Medical Assisting

*We're everywhere
you want to learn!*



NAU
EXTENDED CAMPUSES
P.O. Box 4117
Flagstaff, AZ 86011

1 (800) 426-8315

NAU.EDU/EXTENDED

PROGRAM HIGHLIGHTS

- Flexible online curriculum delivery
- Attend class on your schedule
- Start before, during, or after completing your Associate's degree
- Transfer up to 81 lower division credits
- Advisement available on site, by phone, or online at www.nau.edu/hsonline

The Department of Health Sciences at Northern Arizona University offers an online bachelor degree completion program in Medical Assisting. The B.S. Health Sciences program was developed to provide a convenient and 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 an Associate of Applied Science (A.A.S.) degree in Medical Assisting from a regionally accredited college

OR

- Applicant must be a current student in an Associate of Applied Science – Medical Assisting program at a regionally accredited college

Bachelor Degree Requirements:

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

- Liberal Studies (minimum of 35 units)
- Health Science Core (24 units)
- Associate's Degree discipline-specific courses (up to 60 units)
- Electives (if needed to reach overall total of 120 units)

Getting Started:

To get started, please read through this packet then contact the NAU Health Sciences advisor at one of these locations:

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

or

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 associate degree. NAU does not offer the clinical or discipline specific coursework that transfer into this program from the AAS degree. Qualified students may begin taking NAU coursework prior to completing their AAS but must finish it and obtain their license prior to starting their final NAU 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 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. This program requires two separate applications, one to the department and one to the university. Due to specific 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. See page 6 to learn how to apply.

What is the cost of this program?

Total cost varies per individual based on the number of courses needed after transfer credit is applied, residency status (Arizona vs. out-of-state students), and materials. Your advisor can help you estimate your total cost. For current tuition and fee rates, please refer to NAU's website at www.nau.edu/bursar and click on "Tuition and Fees". Textbook costs vary by course. Students may buy new or used books for their classes online at www.nau.edu/bookstore.

Is financial aid available?

Yes. Refer to NAU's financial aid website at nau.edu/finaid for types of aid and to learn how to apply. Students can reach a financial aid advisor at (602) 728-9506 or 1 (800) 426-8315. Students who plan to use financial aid to cover their education expenses must apply for it 2-3 months prior to their start term.

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?

No. This program is only available online. Students may pursue this program no matter where they live. Travel to NAU's main campus in Flagstaff, Arizona is not required.

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.

Required Prerequisite (3 units):

- HS 200 – Health Principles (NAU)

Health Sciences Core (21 units):

- HHS 300W – Applied Ethics in Health Care (Junior Writing Requirement)
- HS 301 – Special Topics
- HS 333 – Principles of Epidemiology
- HS 410 – Organization and Administration of Health Services
- HS 408C* - Fieldwork Experience (Capstone requirement)

Select two (2) courses from those listed below:

- HS 300 – Human Diseases
- HS 305W – Theories of Health Behavior
- HS 307 – Health Promotion: Planning and Evaluation
- HS 471 – Health Issues of the Southwest (meets NAU's U.S. Ethnic Diversity requirement)

*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 take any remaining courses they need to reach the 120 units required to graduate. They may choose course from any academic area that meets their specific interests and goals.



CURRICULUM CHECK SHEET

NAME	ID NUMBER	EVALUATOR	DATE

AGEC Completed: Yes Date: No

I. LIBERAL STUDIES (35 Hours)				
COURSE PREFIX & NUMBER	HRS	SEM & YR	INST/ GRADE	UD
Foundations (7 hours minimum) (FNRQ)				
MAT 114	3			
Choose 1 of the following:				
ENG 105	4			
or, ENG 101 and ENG 102	6			
Distribution Requirements (25 hours)				
Science (7 hours) (at least one must be a LS course)				
Aesthetic & Humanistic Inquiry (6 hours) (AHI)				
Cultural Understanding (6 hours) (CU)				
Social and Political Worlds (6 hours) (SPW)				
Liberal Studies Elective (3 hours)				
TOTAL HOURS		(35 hours minimum)		

II. DIVERSITY COURSE REQUIREMENTS	
GLOBAL diversity course:	
US ETHNIC diversity course:	

DEGREE SUMMARY	
Total Liberal Studies Hours	
Total HS Core Hours	
Total Associates Degree Emphasis Hours	
Total Elective Hours	
GRAND TOTAL (120 hours minimum)	

OTHER GRADUATION REQUIREMENTS	
Total Community College Hours (81 max)	
Total NAU Hours (30 hours/18 upper division)	
Total University Hours (39 hour minimum)	
Total Upper Division Hours (30 hour minimum)	
All HS major coursework a "C" or higher	

III. HEALTH SCIENCES CURRICULUM				
COURSE PREFIX & NUMBER	HRS	SEM & YR	INST/ GRADE	UD
Health Science Core (24 hours)				
HS 200 ("B" or higher)	3			
HHS 300W	3			
HS 301	3			
HS 333	3			
HS 410	3			
HS 408C	3			
Choose 2 of the following: HS 300, 305W, 307, 471				
HS 300 (pre-req for HS 333)	3			
	3			
ASSOCIATE OF APPLIED SCIENCE: CURRICULUM EMPHASIS (up to 60 Hours) (C or better required in all courses)				
MEDICAL ASSISTING				
Graduation Date:		Hours Used		
Certification/ Licensure Date:				

IV. ELECTIVES (If Needed to Reach 120 hours)				

TRANSFER SUMMARY		
INSTITUTION	ABBREVIATION	HOURS
TOTAL TRANSFER HOURS		

*45 hours from NAU are required to graduate with honors.
 *HS 200 must be a "B" or higher.
 *Must have C or higher in major coursework.

NAU COURSE DESCRIPTIONS

HS 200 HEALTH PRINCIPLES (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 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 333 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.

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 305W THEORIES OF HEALTH BEHAVIORS (3)

Study of behavioral change theories and their applications to health-education intervention strategies and practices. This course fulfills NAU's junior-level writing requirement. 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 307 HEALTH PROMOTION: PLANNING & EVALUATION (3)

Concepts of community health-promotion program planning, design, and evaluation. Prerequisite: HS 300 with a grade greater than or equal to C and HS305W 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 schedule an in-person appointment or to speak with an advisor by phone, please call (602) 286-8194 or 1 (800) 426-8315.

- Speak with an NAU Health Sciences advisor prior to applying to determine your qualification and to answer your questions.
- Bring (or email if being advised by phone) unofficial transcripts to your appointment. The advisor can complete a degree evaluation showing how your transfer credit will apply and which courses you need to finish 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. You will receive a confirmation letter from the NAU Health Sciences Coordinator with instructions on how to proceed.

3. Complete an application for admission to NAU.

- Go to nau.edu/hsonline, click on “Admission”, and access the online university application under number 4. Or, go to www.nau.edu/admissions to submit your application.
- Contact your prior colleges and high school (if you have not completed an associate degree) and have them submit sealed, *official* transcripts to

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

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.

6. Attend NAU Extended Campuses orientation at <http://extended.nau.edu/orientation/>

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 locations at <http://extended.nau.edu/>.
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 when 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. Web instructors contact their students through their VISTA class e-mail accounts. Check your e-mail messages from your instructor frequently. 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 www.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.
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 www.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 www.nau.edu/its.

NAU Extended Campus 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.