NORTHERN ARIZONA UNIVERSITY

GateWay Campus

Emergency Services Administration

Bachelor of Applied Science in Emergency Services Administration
Bachelor of Arts or Science in Interdisciplinary Studies – Emergency Services Administration Emphasis (90/30)

Located on the GateWay Community College Campus

We're everywhere you want to learn!

PROGRAM HIGHLIGHTS

- Blended course delivery to accommodate working professionals or for those who would prefer a more flexible schedule. Select classes may be available in-person.
- Students pursuing the BAS option can transfer up to 75 credits from the community college. Students pursuing the BA/BS-IS option can transfer up to 90 credits from an accredited community college or university.
- Local Northern Arizona University representatives available to assist you in understanding the program admission requirements and the application process.

NAU-GateWay
108 North 40th Street
Phoenix, AZ 85034
Phone: 602-286-8194
Fax: 602-286-8188
gatewaycampus@nau.edu
www.nau.edu/extended

PROGRAM INFORMATION

NAU's Emergency Services Administration program is designed as a foundation for professional growth or graduate education. Students can learn more about the strength of our program by visiting our department website: http://extended.nau.edu/pamdept.aspx.

What is the difference between the Bachelor of Applied Science (BAS) and the Bachelor of Arts/Science in Interdisciplinary Studies (BA/BS – IS) degrees?

Bachelor of Applied Science (BAS)

- The BAS is designed to provide you with a general knowledge in core areas as well as a specialization in Emergency Services Administration.
- Students with a completed Associate of Applied Science degree can transfer up to 75 credits from an Arizona community college.
- Maximum credit transfer for all other associate degrees is 64 credits.

Bachelor of Science or Arts in Interdisciplinary Studies (BA/BS-IS) 90/30

- The BA/BS-IS offers you an opportunity to design a plan of study, in consultation with an advisor, to meet your individual educational needs.
- Students pursuing the BA/BS-IS degree may transfer up to a maximum of 90 credits from regionally accredited institutions of higher education.
- Refer to the curriculum check sheets included in this packet and consult with your NAU advisor to determine which option is right for you.

Do I have to earn an associate's degree?

If you are pursuing the BAS option an associate's degree is required. A minimum of 60 credit hours is required prior to starting the NAU coursework and we will work with you to determine the best course of action for achieving your bachelor's degree.

What is the AGEC and why do I need it?

It is highly recommended that you complete your Arizona General Education Curriculum (AGEC). The AGEC certifies that your NAU Liberal Studies and Diversity requirements are complete. The AGEC also assists students in getting admitted to the University.

Communication Skills Block (*for BA/BS-IS option only*)

In addition to completing an associate's degree and AGEC, completion of the Communication Skills block is also required prior to starting the NAU coursework. Many AGEC requirements can be used to satisfy the Communication Skills Block.

Can I be enrolled at a community college and NAU at the same time?

Yes, students can be enrolled concurrently at a community college and NAU, however it is highly recommended that you complete all community college coursework prior to registering for NAU classes.

Is there a time limit for when courses no longer count towards a degree?

There are no time limits on coursework, except computer literacy courses, which have a ten year time limit.

What will my diploma read if I take all my classes through NAU's Extended Campus program?

Your diploma will read that you are a graduate of Northern Arizona University. No distinction is made as to the location from which you earned your degree. ***Note for 90/30 option**: Since only 30 credits are taken with NAU, students are unable to graduate with Latin Honors.*

PROGRAM INFORMATION (CONTINUED)

Is financial aid available?
Yes, financial aid is available for this program. Students can visit our financial aid website at: http://www.nau.edu/finaid/ for more information.

Are scholarships available?
To see available scholarships visit the financial aid web site: http://www.nau.edu/FinAid/Scholarships/. Be sure to fill out the NAU Scholarship Application to apply for various scholarship opportunities.

What are the tuition rates?
NAU has one of the most affordable tuition rates in Arizona and the nation, and Extended Campus students often pay slightly less in tuition than those attending the campus in Flagstaff! Current tuition rates are available on the Student and Departmental Account Services website at: http://home.nau.edu/bursar/tuition_fees.asp. Be sure to choose Extended Campus for the semester you are interested in attending. Keep in mind, tuition rates are subject to change.

NORTHERN ARIZONA UNIVERSITY
Extended Campuses

Bachelor of Applied Science
Emergency Services Administration
2012-2013

CURRICULUM CHECK SHEET

NAME	ID NUMBER	EVALUATOR	DATE

AGEC Completed: Yes ☐ Date: NO: ☐
Associate Degree Completed: Yes ☐ Date: NO: ☐

LIBERAL STUDIES (35 Hours)

COURSE PREFIX & NUMBER	HRS	SEM & YR	INST/ GRADE	UD
Foundation (7 hours minimum) (FNRQ)				
MAT 114 **see 2nd page	3			
Choose one of the below:				
ENG 105	4			
ENG 101 and 102 ** see 2nd page	6			
Distribution Requirement (25 hours)				
Science (7 hours, at least one Lab Science class)				
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)**		

DIVERSITY COURSE REQUIREMENT

GLOBAL Diversity Course:	
US Ethnic Diversity Course:	

DEGREE SUMMARY

Total Liberal Studies Hours	
Total BAS Curriculum Hours	
Total Elective Hours	
GRAND TOTAL (120 hours minimum)	

OTHER GRADUATION REQUIREMENTS

Total Community College Hours (64max)	**64+**
Total NAU Hours (30 hour minimum)	
Total University Hours (56 hour minimum)	
NAU Upper Division Hours (30 hour minimum)	
NAU Cumulative GPA (2.0 minimum)	

SPECIALIZATION: EMERGENCY SERVICES ADMINISTRATION (24 units)

COURSES ***MAY NOT*** BE USED TWICE WITHIN THIS COLUMN***

COURSE PREFIX & NUMBER	HRS	SEM & YR	INST/ GRADE	UD
PAS 301	3		NAU	
PAS 326	3			
PAS 327	3		NAU	
PAS 329 or PAS 361	3		NAU	
PAS 360	3		NAU	
PAS 415 or CST 477	3		NAU	
PAS 450	3		NAU	
Choose one of the following: PAS 421C, POS 421C or PAS 408C				
	3		NAU	

BAS REQUIREMENTS (21 credits)

1. Communication (6 hours) 3 hours from: ENG 302W or ENG 305W; and 3 hours from: CST 314, 315, 424, 465, 472, 475, 477;				
ENG 302W or 305W	3			
	3			
2. Public Administration & Management (6 hours) from: PAS or POS 325; PAS 328 OR 329				
	3			
	3			
3. Value, Ethics & Policy (3 hours) PAS 411				
PAS 411	3			
4. Technical, Quantitative, Qualitative, and Science (3 hours) from: PAS 355, 356; POS 303; SOC 365				
	3			
5. Core Electives (3 hours) Select one course from: BBA 340; BIO 301, 302; CCJ 315, 325, 380; HUM 371, 373; MAT 114; MGT 303; POS 344, 359; CST 314, 315, 424, 472, 475, 477; SOC 301, 333, 334,339, 431, 441; STA 270				
	3			

ELECTIVES (If Needed to Reach 120 hours)

TRANSFER SUMMARY

INSTITUTION	ABBREVIATION	HOURS
	TOTAL TRANSFER HOURS:	

If you transfer an AAS degree from an AZ Community College, NAU will accept up to 75 transfer units.

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Bachelor of Arts in Interdisciplinary Studies
Specialization: Emergency Services Administration
90-30

2012-2013 Undergraduate Catalog

CURRICULUM CHECK SHEET

NAME	ID NUMBER	EVALUATOR	DATE

AGEC Completed: Yes ☐ Date: No ☐

LIBERAL STUDIES (35 Hours)

COURSE PREFIX & NUMBER	HRS	SEM & YR	INST/ GRADE	UD
Foundations (7 hours minimum) (FNRQ)				
MAT 114 **see 2nd page	3			
Choose one of the following:				
ENG 105	4			
ENG 101 and ENG 102 **see 2nd page	6			
Distribution Requirement (25 hours)				
Science (7 hours) (At Least one MUST be Lab Science)				
Aesthetic & Humanistic Inquiry (6 hours) (AHI)				
Cultural Understanding (6 hours) (CU)				
Social and Political Worlds (6 hours) (SPW)				
Liberal Studies Elective (3 hours)				

DIVERSITY COURSE REQUIREMENT

GLOBAL diversity course:	
US ETHNIC diversity course:	

DEGREE SUMMARY

Total Liberal Studies Hours	
Total BA-IS Curriculum Hours	
Total Elective Hours	
GRAND TOTAL (120 hours minimum)	

OTHER GRADUATION REQUIREMENTS

Total Community College Hours (90 maximum)	
Total NAU Hours (30 hours)	
Total Upper Division Hours (30 hour minimum)	
NAU Cumulative GPA (2.0 minimum)	
Specialization and Communication Skills block courses must have grades of 'C' or better	

TRANSFER SUMMARY

INSTITUTION	*ABBREVIATION*	*HOURS*
	TOTAL TRANSFER HOURS:	

SPECIALIZATION: EMERGENCY SERVICES ADMINISTRATION (30 units)

COURSE PREFIX & NUMBER	HRS	SEM & YR	INST/ GRADE	UD
PAS/POS 327	3		NAU	
PAS 301	3		NAU	
PAS 360	3		NAU	
PAS 361	3		NAU	
PAS 411	3		NAU	
PAS 450	3		NAU	
PAS or POS 326	3		NAU	
ENG 302W or 305W or PAS 311W	3		NAU	
PAS/POS 421C or PAS 408C	3		NAU	
Choose 3 units from: PAS/POS 325, PAS 355, PAS 356, POS 303 *OR* SOC 365				
	3		NAU	

COMMUNITY COLLEGE TRANSFER BLOCK – EMERGENCY SERVICES COURSEWORK (15 hours)

COMMUNICATION SKILLS (21-25 hours)

1. Computer Literacy (3 hours)				
**see 2nd page				
2. Communication Courses (6 hours) Choose 1 Class from Performance **AND** 1 Class from Theory **Performance:** CST 111, 311, 312, 314, 315, 318 **Theory:** COM 200; CST 271, 321, 323, 351, 361, 365, 424, 465, 472, 475, 477				
3. Modern Language (12-16 hours) Four semesters of same language				

ELECTIVES (If Needed to Reach 120 hours)

NORTHERN ARIZONA UNIVERSITY
Extended Campuses

Bachelor of Science in Interdisciplinary Studies
Specialization: Emergency Services Administration
90-30

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CURRICULUM CHECK SHEET

NAME	ID NUMBER	EVALUATOR	DATE

LIBERAL STUDIES (35 Hours)

COURSE PREFIX & NUMBER	HRS	SEM & YR	INST/ GRADE	UD
Foundations (7 hours minimum) (FNRQ)				
MAT 114 **see 2nd page	3			
Choose 1 of the following:				
ENG 105	4			
ENG 101 and ENG 102 **see 2nd page	6			
Distribution Requirement (25 hours)				
Science (7 hours) (At Least one MUST be Lab Science)				
Aesthetic & Humanistic Inquiry (6 hours) (AHI)				
Cultural Understanding (6 hours) (CU)				
Social and Political Worlds (6 hours) (SPW)				
Liberal Studies Elective (3 hours)				

DIVERSITY COURSE REQUIREMENT

GLOBAL diversity course:	
US ETHNIC diversity course:	

DEGREE SUMMARY

Total Liberal Studies Hours	
Total BA-IS Curriculum Hours	
Total Elective Hours	
GRAND TOTAL (120 hours minimum)	

OTHER GRADUATION REQUIREMENTS

Total Community College Hours (90 maximum)	
Total NAU Hours (30 hours)	
Total Upper Division Hours (30 hour minimum)	
NAU Cumulative GPA (2.0 minimum)	
Specialization and Communication Skills block courses must have grades of 'C' or better	

TRANSFER SUMMARY

INSTITUTION	*ABBREVIATION*	*HOURS*
	TOTAL TRANSFER HOURS:	

SPECIALIZATION: EMERGENCY SERVICES ADMINISTRATION (30 units)

COURSE PREFIX & NUMBER	HRS	SEM & YR	INST/ GRADE	UD
PAS/POS 327	3		NAU	
PAS 301	3		NAU	
PAS 360	3		NAU	
PAS 361	3		NAU	
PAS 411	3		NAU	
PAS 450	3		NAU	
PAS or POS 326	3		NAU	
ENG 302W or 305W	3		NAU	
PAS/POS 421C or PAS 408C	3		NAU	
Choose 3 units from: PAS/POS 325, PAS 355, PAS 356, POS 303 *OR* SOC 365				
	3		NAU	

COMMUNITY COLLEGE TRANSFER BLOCK – EMERGENCY SERVICES COURSEWORK (15 hours)

COMMUNICATION SKILLS (21-25 hours)

1. Computer Literacy (6 hours)				
**see page 2				
**see page 2				
2. Communication Courses (6 hours) Choose 1 Class from Performance **AND** 1 Class from Theory **Performance:** CST 111, 311, 312, 314, 315, 318 **Theory:** COM 200; CST 271, 321, 323, 351, 361, 365, 424, 465, 472, 475, 477				
3. Science (minimum 12 hours) Choose from: ANT 101, 102, 104, BBA 340, BIO 301, 302, PSY 230, MAT 114, STA 270, SOC 355W or 365, CCJ OR PAS 355 OR PAS 356, POS 303 or any courses with BIO, PHY, AST, MAT, STA, GLG, ENV, or CHM prefixes				

ELECTIVES (If Needed to Reach 120 hours)

Course Options for Communication Skills

Computer Literacy		
List A		
CIS 120/L	Intro to Computer Information Systems	NAU
CIS 105	Survey of Computer Info. Systems	CC
BPC 110	Computer Usage and Applications	CC
List B - (Only for students pursuing the BS)		
CIS/BPC 114DE	Excel Spreadsheet	CC
CIS/BPC 118DB	Desktop Presentation: PowerPoint	CC
CIS/BPC 117DM	Microsoft Access	CC
BPC 214DE	Advanced Excel Spreadsheet	CC
BPC 210	Advanced Computer Usage	CC
BPC 214DE	Advanced Excel Spreadsheet	CC
BPC 217AM	Advanced Microsoft Access	CC
ARC 141	Architectural CAD I: Introduction	CC
ARC 142	Architectural CAD II: Plans & Elevations	CC
CIS 150AB	Object-Oriented Programming	CC
CIS 120DB	Computer Graphics: Adobe Illustrator	CC
CIS 120DF	Computer Graphics: Adobe Photoshop	CC
CIS 133DA	Internet/Web Development 1	CC
This coursework can include how to solve problems using information systems technology, word processing, spreadsheet use, database management, graphic information software, website development, graphic design and use of statistical analysis software. Must be completed within 10 years of enrolling at NAU.		

Science Class Options (Only for students pursuing the BS)		
AJS 215*	Criminalistics: Physical Evidence	CC
AJS 216*	Criminalistics: Biological Evidence	CC
AGS 164	Plant Growth and Development	CC
GPH 111	Intro to Physical Geography	CC
GPH 212/214	Intro to Meteorology I with Lab	CC
FON 241/L	Principles of Nutrition	CC
FOR 105	Forensic Science: Physical Evidence	CC
FOR 106	Forensic Science: Biological Evidence	CC
ASB 102	Intro. To Cultural & Social Anthropology	CC
ASB 222	Buried Cities & Lost Tribes: Old World	CC
ASB 223	Buried Cities & Lost Tribes: New World	CC
ASM 104	Bones, Stones, and Human Evolution	CC
MAT 142	College Math	CC
ACC 110	Principles of Accounting I	CC
ACC 111	Principles of Accounting II	CC
ACC 115	Computerized Accounting	CC
ECN 211	Macroeconomic Principles	CC
ECN 212	Microeconomic Principles	CC
MAT 206	Elements Of Statistics	CC
PHS 110	Fundamentals of Physical Science	CC
PSY 230	Introduction To Statistics	CC
Any course with the prefix		
AST	Astronomy	CC
BIO	Biology	CC
CHM	Chemistry	CC
GLG	Geology	CC
MAT	Math (MAT 142 or higher)	CC
PHY	Physics	CC

Communication Courses		
List A (Performance)		
COM 225	Public Speaking	CC
COM 259	Business and Professional Speaking	CC
SC 111	Fundamentals of Public Speaking	NAU
SC 311	Advanced Presentation Techniques	NAU
SC 312	Methods of Interviewing	NAU
SC 314	Communicating in Instructional Environ.	NAU
SC 315	Business and Professional Speaking	NAU
SC 318	Oral Argument and Law	NAU
List B (Theory)		
COM 230	Small Group Communication	CC
COM 110	Interpersonal Communication	CC
COM 100	Intro to Communication	CC
COM 263	Elements of Intercultural Communication	CC
GBS 233	Business Communication	CC
SC 271	Group Communication	NAU
SC 321	Nonverbal Communication	NAU
SC 323	Intercultural Communication	NAU
SC 351	Interpersonal Communication	NAU
SC 365	Communication on Contemporary Affairs	NAU
SC 424	Gender and Communication	NAU
SC 472	Organizational Communication	NAU
SC 477	Mediation and Conflict management	NAU

Modern Language (Only for students pursuing the BA)
Must complete 4 semesters of a language other than English.
All 4 semesters must be the same language.
Courses must be equivalent to NAU's 101, 102, 201, 202.
Travelor's or conversational language not accepted.
Sign Language is accepted.
Students may have the option to test out of this requirement.

Notes:

Please work closely with your advisor to maximize your transfer credits. To contact an advisor please call or email:

1-800-426-8515

online.advising@nau.edu

COURSE DESCRIPTIONS

ENG 302W TECHNICAL WRITING – 3 credits
Instruction and experience in writing proposals, technical descriptions and instructions, analyses, interpretative and recommendation reports, abstracts, progress reports, business letters, technical articles, and correspondence. This course fulfills NAU's junior-level writing requirement.

PAS 301 INTRODUCTION TO PUBLIC AGENCY ADMINISTRATION – 3 credits
This course explores the dynamic and unique environment in which public agency administrators operate and the skill set required to be a successful public agency administrator at the local, state, and federal levels of government. Letter grade only. Prerequisite: Junior Status or higher

PAS 325 PUBLIC AGENCY PERSONNEL ADMINISTRATION (3)
Practical application of public personnel supervision and management, from recruitment and selection to retirement, including motivation, evaluation, promotion, career development, grievances and termination. Letter grade only. Prerequisite: Junior Status or higher.

PAS 326 PUBLIC AGENCY ORGANIZATIONAL THEORY – 3 credits
Development and implementation as they relate to decision making in a fast pace complex society. Studies the intersection of theory and application for practical management of public organizations.

PAS 327 THE POLITICS OF BUDGETING – 3 credits
This course examines public budgeting in the context of its political, institutional, and procedural dimensions. While emphasizing the political implications of the budgetary process, this course presents an overview of budgetary reforms, budget theories and techniques and comparative perspectives of federal, state and local budgeting in the United States. Letter grade only. Prerequisite: Junior Status or higher

PAS 329 LABOR MANAGEMENT RELATIONS (3)
This course provides the opportunity, using review of historical, legal, and structural environments, to explore and understand the fundamental principles and concepts of labor/management relations in the public sector. Letter grade only. Prerequisite: Junior Status

PAS 355 RESEARCH METHODS IN THE SOCIAL SCIENCES – 3 credits
Basic qualitative and quantitative research design, data collection, analysis, interpretation, and presentation of research results. Cross-listed with CCJ 355. Letter grade only. Prerequisite: Junior Status or higher or 90-30 Milestone

PAS 360 EMERGENCY SERVICES AND CRISIS MANAGEMENT – 3 credits
This course examines the role of emergency responders in community collaborations related to wide area crisis management. Specific to this course are issues of organization, implementation and budgeting of effort. Letter grade only. Prerequisite: Junior Status or higher

PAS 361 LEGAL ISSUES IN EMERGENCY SERVICES MANAGEMENT – 3 credits
The focus of the course is on civil and criminal liabilities related to Emergency Services Management and the development of policy and procedures likely to reduce the liability of agencies. Letter grade only. Prerequisite: Junior Status and PAS 301

PAS 411 ETHICS, POLICY AND ADMINISTRATION – 3 credits
This course examines alternative approaches to ethics and relates them to the context of politics and public policy, at a variety of administrative levels. Letter grade only. Prerequisite: Junior Status or higher or 90-30 Milestone

COURSE DESCRIPTIONS (CONTINUED)

PAS 415 CONFLICT RESOLUTION & MEDIATION IN THE PUBLIC SECTOR (3)
This course presents a set of practical ideas and concepts concerning the understanding of conflict resolution and problem solving through mediation in the public sector. Letter grade only. Prerequisite: Junior Status or higher.

PAS 421C PUBLIC AGENCY POLICY – 3 credits
This capstone course discusses the larger planning processes for the public agency sector, including the intersection planning, budgeting, personnel, exterior and internal pressures and performance expectations of a public agency. Letter grade only. Prerequisite: Senior Status or higher CAP

PAS 450 LEADERSHIP CONCEPTS, SKILLS AND MODELS IN THE PUBLIC SECTOR – 3 credits
This course examines the relationship between individual leadership and organizational change in the contemporary workplace with special emphasis on how to develop and improve the skill sets of effective leaders. Letter grade only. Prerequisite: Junior Status or higher or 90-30 Milestone

ADMISSION AND REGISTRATION CHECKLIST

Suggested Application Deadlines

The following application deadlines are recommended by the NAU-GateWay campus to ensure a smooth and timely transition.

Fall Admission:	**June 1st**
Spring Admission:	**August 1st**
Summer Admission:	**January 1st**

☐ **Complete the NAU admissions application**: **https://www.applyweb.com/apply/northaz/**

- Select **GateWay** as the campus.
- Select your desired major:

  BAS-Emergency Services Administration
  or
  Interdisciplinary Studies – Emergency Services Administration (90/30)

- Submit the $25.00 application fee.

☐ **Submit official transcripts to NAU**

- Submit official transcripts from every college and/or university you have attended.
- If you are 22 years old or younger, you must also submit high school transcripts.
- Submit official transcripts immediately after you apply, even if you still have community college coursework to complete or if you are waiting for your associate's degree and/or AGEC to post.
- Failure to send transcripts will delay the processing of your application.

☐ **Log into LOUIE: http://www4.nau.edu/louie/**

- You will be issued a temporary log in and password to the NAU student center (LOUIE).
- You can check your admission status and "To Do List" in LOUIE.
- You will receive a letter once you are admitted to NAU.
- This process takes approximately 6-8 weeks; it is important to check your status often.

☐ **Schedule advisement appointment**

- When admitted to NAU you will have an advising hold placed on your account. Before you can register for classes, you will need to schedule an advising appointment.
- Advising appointments are conducted by phone or through email.
- To schedule an appointment with an advisor contact the Extended Campus Service Center:

  Phone: **1-800-426-8315**

  Email: **online.advising@nau.edu**

☐ **Register for classes in LOUIE**

- You may register for your NAU classes during open enrollment.
- If you are unable to locate in-person class options, contact your local Program Coordinator for assistance.

☐ **Check your NAU email: my.nau.edu**

- Once admitted to NAU, you should only use your NAU email when corresponding with NAU staff and faculty.
- Be sure to check your NAU email on a regular basis to ensure you receive important university correspondence such as: enrollment dates, graduation application deadlines, GateWay campus class schedule, etc.

☐ **Submit updated official transcripts after completion of all community college coursework and/or degree posting**

- Check your unofficial transcripts to ensure associate's degree and AGEC (if applicable) have been posted before submitting updated official transcripts to NAU.