



Elms College  
Holyoke Community College



## **ACADEMIC ARTICULATION AGREEMENT**

*A.S. in Foundations of Health – Career Track: Medical Billing & Coding Certificate Option (M080) at Holyoke Community College, Holyoke, MA and B.A. in Healthcare Management Program at Elms College, Chicopee, MA*

The above institutions hereby enter into an agreement for the transfer of Holyoke Community College graduates from the *A.S. Foundations of Health – Career Track: Medical Billing & Coding Certificate Option (M080)* into the Elms College Healthcare Management (HCM) programs in Chicopee and Holyoke, MA.

### **Objectives of this Agreement:**

1. To attract qualified students from Holyoke Community College to full-time, part-time, on campus, off campus, and online Healthcare Management program options offered by Elms College.
2. To promote a seamless transition for students from Holyoke Community College's *A.S. in Foundations of Health – Career Track: Medical Billing and Coding Certificate Option (M080)* to part-time or full-time status in Elms College Healthcare Management programs with sites in Chicopee and Holyoke, MA: Main Campus (Chicopee), Online, and Holyoke Community College (Holyoke).
3. To promote a seamless transition for any Associate's degree graduate from Holyoke Community College who meets the entry requirements and chooses to enroll in an Elms College Bachelor's degree program in Healthcare Management.
4. To provide informational materials and guidelines to Holyoke Community College students considering enrollment in Elms College Healthcare Management programs.

### **Stipulations of this Agreement:**

1. This articulation agreement will be in effect for five years and will be renewable for another five years by consent of Holyoke Community College and Elms College. This articulation agreement can be reviewed within 90 days after written notice by either party.
2. Elms College provides the opportunity for students to complete their chosen Healthcare Management Bachelor's degree program within two years from the date of enrollment.
3. This articulation agreement will be in force, and should be considered the entire agreement, until superseded by a formal contract between Elms College and Holyoke Community College that explicitly replaces this agreement.

4. This agreement will apply to Holyoke Community College transfer students who have completed an Associate's degree. At the time of application, students must have a minimum grade point average of 2.25.
5. This agreement provides the opportunity for students who earn an Associate's degree in Foundations of Health – Career Track at Holyoke Community College to enter the Elms B.A. in Healthcare Management degree program with at least 60 transfer credits, including "D" grades, which will be counted as general electives. All additional courses taken to satisfy major requirements must meet the standards set by the Business Division at Elms College.
6. Transfer students designated above will hold third year status in the Elms College Bachelor's degree completion programs in Healthcare Management in Chicopee, online, and at the Holyoke Community College campus based on the number of credits accepted in transfer.
7. Transfer students to the Elms College main campus on-site Healthcare Management program may transfer up to a maximum of 75 credits from Holyoke Community College towards a Bachelor's degree.
8. Transfer students to the Elms College off campus and online Healthcare Management programs may transfer up to a maximum of 78 credits from Holyoke Community College towards a Bachelor's degree.
9. Holyoke Community College students will be given transfer credit for satisfactorily completing Elms College core requirements, general education requirements, and any acceptable equivalent Healthcare Management program requirements, up to the maximum allowed for transfer or necessary to satisfy graduation requirements, at time of admission.

**Review and Revision Procedures:**

1. Review of this agreement shall take place at least every two years or as needed from the date of the signed agreement. Mark Chustz, Assistant Professor of Healthcare Management at Elms College and Sara Sariol, Medical Billing Coordinator will be responsible for the review.
2. At the request of either party, a review of the contents or implementation of this agreement will be conducted by the programs.
3. Mark Chustz and Sara Sariol may make changes in the attached course sequence and list of courses accepted for Elms transfer credit without renegotiating the entire agreement.

**Assistance Provisions:**

1. Holyoke Community College and Elms College will list this articulation agreement on their websites and in appropriate print documents at their respective institutions.

2. Holyoke Community College and Elms College will collaborate in encouraging qualified students to participate in the Healthcare Management programs in Chicopee, online, and on the Holyoke Community campus by providing the necessary assistance and supports to assure a seamless transition between the two institutions.

**Mutual Responsibilities:**

1. Sara Sariol, Medical Billing Coordinator will advise students enrolled in the Medical Billing and Coding Certificate Program or A.S. in Foundations of Health – Career Track with Medical Billing & Coding as part of their Academic Graduation Plan. Mark Broadbent, Coordinator of Transfer Affairs at Holyoke Community College, will advise and assist with prospective transfer students to all Elms Healthcare Management program options according to the attached course sequences and list of courses accepted for Elms College transfer credit, which assures maximum transfer of credits that meet the core requirements of Elms College and Healthcare Management program requirements.
2. Sara Sariol and Mark Broadbent, along with the Associate Director of Admissions at Elms College or his/her designee and Wanda Banks Assistant Director of Off-Campus Programs or her designee will advise and assist transfer applicants in compiling the required credentials for transfer to Elms College Healthcare Management programs.
3. Transfer applicants from Holyoke Community College applying under this agreement shall be eligible for Elms College financial aid and housing consideration as appropriate to the selected Healthcare Management program option based on full time or part time status, on the main campus (Chicopee), off campus (HCC) or online status.
4. The final acceptance of off-campus, part time, and online applicants comes from Elizabeth Hukowicz Dean of the School of Graduate and Professional Studies at Elms College. The final acceptance of full time applicants to the day division main campus program comes from Joseph Wagner, Director of Admissions at Elms College.



**Approved: December 13, 2016**

**Elms College**

**Holyoke Community College**

**ELMS COLLEGE**

**Sr. Mary Reap**

**HOLYOKE COMMUNITY COLLEGE**

**Christina Royal**

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President

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President

**Walter Breau**

**Monica Perez**

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Vice President of Academic Affairs

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Vice President of Academic Affairs

**Elizabeth T. Hukowicz**

**Holly Martin-Peele**

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Dean of School of Graduate and  
Professional Studies

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Interim Dean of Health

**Joseph Wagner**

**Renee Tastad**

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Director of Admissions

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Dean of Enrollment Management



**HCC OPTION ONE**

**Foundations of Health**

**Career Track: Medical Billing and Coding (M080)**

**FOR TRANSFER TO**

**Elms College B.A. in Healthcare Management**

**HCC ACADEMIC GRADUATION PLAN**  
**FOUNDATIONS OF HEALTH – CAREER TRACK:**  
**MEDICAL BILLING & CODING CERTIFICATE OPTION (M080) – A.S. DEGREE [66-67 Credits]**  
**For Elms B.A. in Healthcare Management Articulation Agreement - OPTION 1**

Contact: Sara Sariol, Medical Billing Coordinator, Kittredge Center # 427 413-552-2939 [ssariol@hcc.edu](mailto:ssariol@hcc.edu)

<b>ELMS B.A. HEALTHCARE MANAGEMENT PROGRAM REQUIREMENTS [60 CREDITS]</b>			
<b>General Education Requirements [23 credits]</b>	<b>HCC Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>
1 <sup>ST</sup> English Requirement [A]	ENG 101: College Composition I	3	ENG 101: Rhetoric
2 <sup>ND</sup> English Requirement [A]	ENG 102: College Composition II	3	Satisfies Literature core requirement at Elms
1 <sup>ST</sup> Lab Science Requirement [D]	<i>Any Lab Science course, except BIO 111</i>	4	Satisfies Science core requirement at Elms
2 <sup>ND</sup> Lab Science Requirement [D]	<i>Any Lab Science course, except BIO 111</i>	4	Satisfies Science core requirement at Elms
Math Requirement [D]	MTH 142: Statistics	3	MAT 109: Statistics
Social Science Requirement [B]	PSY 110: Introduction to Psychology	3	PSY 101: General Psychology
Social Science Requirement [B]	SOC 110: Introduction to Sociology	3	SOC 101: Introduction to Sociology
<b>Elms Requirements [9 credits]</b>	<b>Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>
FINE ARTS REQUIREMENT 3 cr.	Any 100 level Art, Music or Theatre course	3	Satisfies Elms Fine Art Requirement
HISTORY REQUIREMENT 3 cr.	Any 100 level History course	3	Satisfies Elms History Requirement
COMPUTER REQUIREMENT 3 cr.	BUS 115: Computer Applications	3	BUS 221: Computer Applications
<b>MEDICAL BILLING &amp; CODING CERTIFICATE PROGRAM REQUIREMENTS (M043) [26 CREDITS]</b>			
<b>HCC Course Description</b>		<b>Credits</b>	<b>Equivalent at Elms/Notes</b>
HTH 114: Medical Terminology		3	General Transfer Credit
HIM 103: Introduction to Health Information Management		2	General Transfer Credit
HIM 104: Health Insurance Reimbursement & Computerized Billing		4	General Transfer Credit
HIM 106: Electronic Health Records		3	General Transfer Credit
HIM 107: Human A&P & Disease Processes for Medical Billing		4	Satisfies Science core requirement at Elms
HIM 108: Healthcare Documentation		1	General Transfer Credit
HIM 220: Diagnosis Coding		3	General Transfer Credit
HIM 221: Procedure Coding		3	General Transfer Credit
HIM 288: Medical Billing & Coding Practicum		3	General Transfer Credit

**REQ'S FOR ENTRY INTO ELMS B.A. PROGRAM: Associate's degree, MTH 142, PSY 110, SOC 110 & 2.25 Average GPA.**

**\*\* Once Accepted at Elms College, students will start the B.A. in Healthcare Management Degree in their 3<sup>rd</sup> Year of classes.**

**\*\* Students will graduate with 66-67 credits from HCC's Foundations of Health – Career Track for Medical Billing & Coding Certificate.**

**HCC CLASS ELIGIBILITY LISTS for GENERAL EDUCATION & ELMS REQUIREMENTS:**

**LAB SCIENCE REQUIREMENT [D]:** Any 4 Credit Lab Science course, except BIO 111: Human Biology (because it waives HIM 107). Categories include: Astronomy (AST), Biology (BIO), Chemistry (CHM), Engineering/Robotics (EGR), Earth Science (ESC), Environmental Science (ENV), Forensic Science (FRS), Horticulture (HRT), Physics (PHS), Science, Engineering & Math (SEM) or Sustainability (SUS).

**FINE ARTS REQUIREMENT:** Any 100 Level Art (ART), Music (MUS) or Theatre (THE) course.

**HISTORY REQUIREMENT:** Any 100 Level History (HIS) course.

**HEALTHCARE MANAGEMENT TRANSFER CREDIT ELIGIBLE EQUIVALENT COURSES:**

**HOLYOKE COMMUNITY COLLEGE**

**ELMS COLLEGE**

ACC 111: Principles of Accounting I (3 credits)	ACC 201: Accounting I (3 credits)
ACC 112: Principles of Accounting II (3 credits)	ACC 202: Accounting II (3 credits)
BUS 115: Business Applications (3 credits)	BUS 221: Computer Applications (3 credits)
BUS 245: Introduction to International Business (3 credits)	BUS 248: Global Business (3 credits)
ECN 101: Introduction to Macroeconomics (3 credits)	ECN 211: Macroeconomics (3 credits)
ECN 102: Introduction to Microeconomics (3 credits)	ECN 212: Microeconomics (3 credits)
LAW 211: Business Law (3 credits)	BUS 260: Legal Environment of Business (3 credits)
MGT 230: Principles of Management (3 credits)	BUS 242: Principles of Management (3 credits)
MKT 240: Principles of Marketing (3 credits)	BUS 252: Principles of Marketing (3 credits)

\*Students can have a maximum of 5 (3 credit) classes [15 credits total] transferred from this approved transfer list from HCC to Elms for the Off Campus (Holyoke) or Online Degree Completion Options. Up to a total of 17 Credits may be accepted in general by Elms, if other courses are approved for Transfer credit.

\*Students can have a maximum total of 4 (3 Credit) classes [12 credits total] transferred from this approved transfer list from HCC to Elms for the Main Campus (Chicopee) Degree Completion Option. Up to a total of 14 credits may be accepted in general by Elms, if other courses are approved for transfer credit.



**HCC OPTION TWO**

**Foundations of Health**

**Career Track: Medical Billing & Coding**

**(Option M080)**

**FOR TRANSFER TO**

**Elms College B.A. in Healthcare Management**



**HCC ACADEMIC GRADUATION PLAN**  
**FOUNDATIONS OF HEALTH – CAREER TRACK:**  
**MEDICAL BILLING & CODING CERTIFICATE OPTION (M080) – A.S. DEGREE [66-67 Credits]**  
**For Elms B.A. in Healthcare Management Articulation Agreement - OPTION 2**  
Contact: Sara Sariol, Medical Billing Coordinator, Kittredge Center # 427 413-552-2939 [ssariol@hcc.edu](mailto:ssariol@hcc.edu)

<b>ELMS B.A. HEALTHCARE MANAGEMENT PROGRAM REQUIREMENTS [60 CREDITS]</b>			
<b>General Education Requirements [23 credits]</b>	<b>Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>
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FINE ARTS REQUIREMENT	Any 100 level Art, Music or Theatre course	3	Satisfies Elms Fine Art Requirement
HISTORY REQUIREMENT	Any 100 level History course	3	Satisfies Elms History Requirement
COMPUTER REQUIREMENT	BUS 115: Computer Applications	3	BUS 221: Computer Applications
<b>MEDICAL BILLING &amp; CODING CERTIFICATE PROGRAM REQUIREMENTS (M043) [26 CREDITS]</b>			
<b>HCC Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>	
HTH 114: Medical Terminology	3	General Transfer Credit	
HIM 103: Introduction to Health Information Management	2	General Transfer Credit	
HIM 104: Health Insurance Reimbursement & Computerized Billing	4	General Transfer Credit	
MEA 104: Medical Manager	2	<b>*Replaces HIM 107 HCC Credits - See Option 1/</b> General Transfer Credit	
HIM 106: Electronic Health Records	3	General Transfer Credit	
MEA 107: Health Office Practices & Procedures	2	<b>*Replaces HIM 107 HCC Credits - See Option 1 /</b> General Transfer Credit	
HIM 108: Healthcare Documentation	1	General Transfer Credit	
HIM 220: Diagnosis Coding	3	General Transfer Credit	
HIM 221: Procedure Coding	3	General Transfer Credit	
HIM 288: Medical Billing & Coding Career Practicum	3	General Transfer Credit	

**REQ'S FOR ENTRY INTO ELMS B.A. PROGRAM:** Associate's degree, MTH 142, PSY 110, SOC 110 & 2.0 Average GPA.

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\*\* Students will graduate with 66-67 credits from HCC's Foundations of Health – Career Track for Medical Billing & Coding Certificate.

**HCC CLASS ELIGIBILITY LISTS for GENERAL EDUCATION & ELMS REQUIREMENTS:**

**LAB SCIENCE REQUIREMENT [D]:** Any 4 Credit Lab Science course, except BIO 111: Human Biology (because it waives HIM 107). Categories include: Astronomy (AST), Biology (BIO), Chemistry (CHM), Engineering/Robotics (EGR), Earth Science (ESC), Environmental Science (ENV), Forensic Science (FRS), Horticulture (HRT), Physics (PHS), Science, Engineering & Math (SEM) or Sustainability (SUS).

**FINE ARTS REQUIREMENT:** Any 100 Level Art (ART), Music (MUS) or Theatre (THE) course.

**HISTORY REQUIREMENT:** Any 100 Level History (HIS) course.

**HEALTHCARE MANAGEMENT TRANSFER CREDIT ELIGIBLE EQUIVALENT COURSES:**

**HOLYOKE COMMUNITY COLLEGE**

**ELMS COLLEGE**

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LAW 211: Business Law (3 credits)	BUS 260: Legal Environment of Business (3 credits)
MGT 230: Principles of Management (3 credits)	BUS 242: Principles of Management (3 credits)
MKT 240: Principles of Marketing (3 credits)	BUS 252: Principles of Marketing (3 credits)

\*Students can have a maximum of **5 (3 credit) classes [15 credits total]** transferred from this approved transfer list from HCC to Elms for the Off Campus (Holyoke) or Online Degree Completion Options. Up to a total of **17 Credits** may be accepted in general by Elms, if other courses are approved for Transfer credit.

\*Students can have a maximum total of **4 (3 Credit) classes [12 credits total]** transferred from this approved transfer list from HCC to Elms for the Main Campus (Chicopee) Degree Completion Option. Up to a total of **14 credits** may be accepted in general by Elms, if other courses are approved for transfer credit.



**ELMS OPTION ONE: ACCELERATED 8-WEEK**

**Bachelor of Arts Degree Completion  
Program at HCC**

*in Healthcare Management\**

**2016-2018**



**OPTION ONE: Accelerated 8-week, 22 month program (face-to-face at HCC with some online courses)**  
**B.A. DEGREE COMPLETION PROGRAM IN HEALTHCARE MANAGEMENT**

(Minimum of 42 Elms credits and a minimum of 120 credits to graduate with a B.A. degree)

**Program Prerequisite:** An Associate’s degree from an accredited college; with a minimum GPA of 2.25, minimum Microsoft 2010 or higher, must pass excel skill assessment prior to entrance into the program if computer application course was taken more than four years ago.

**Additional requirements:** Introduction to Psychology or Introduction to Sociology; History; Art, Theatre or Music; Statistics and 15 hours of community service. *42 residency credits required for an Elms College degree.*

**Description:** The Elms College degree completion program in Healthcare Management provides professionals with a background in operations, budgeting, planning, analysis, law, and ethics within the broad umbrella of health services. Candidates become familiar with principles and practices of management, marketing, human resources, and critical issues in health care. Three curricular strands are woven throughout the program: communication, cultural competence, and leadership.

**Job Outlook:** Employment of medical and health services managers is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. As the large baby-boom population ages and people remain active later in life, the healthcare industry as a whole will see an increase in the demand for medical services. This will in turn result in an increase in the number of physicians, patients, and procedures, as well as in the number of facilities. Managers will be needed to organize and manage medical information and staffs in the healthcare industry. There will likely be increased demand for nursing care facility administrators as baby boomers age. (Source: Occupational Outlook Handbook, 2012-2022 edition published by the U.S. Department of Labor).

**2016-2017 ACADEMIC YEAR (YEAR ONE)**

Session 1 Fall 1	Session 2 Fall 2	Session 3 Spring 1	Session 4 Spring 2	Session 5 Summer 1
HTH 200 Introduction to Healthcare	ACC 201 Principles of Accounting 1	ACC202 Principles of Accounting 2	BUS 481 Career Development	BUS 260 Legal Environment of Business
BUS 221 Computer Applications	BUS 242 Principles of Management	BUS 252 Principles of Marketing	BUS 248 Global Business Environment	*BUS 342 Managerial Communications (hybrid)

**2017-2018 ACADEMIC YEAR (YEAR TWO)**

Session 6 Summer 2	Session 7 Fall 1	Session 8 Fall 2	Session 9 Spring 1	Session 10 Spring 2	Session 11 Summer1
HTH 250 Operations in Healthcare	BUS 345 Human Resource Management	HTH 350 Critical Issues in the Administration of Healthcare	SOC 214 Sociology of Healthcare	LEG 311 Health Law	REL 340 Spirituality and Values in Healthcare
ECN 211 Macroeconomics (online)	ECN 212 Microeconomics (online)	PHI 248 Healthcare Ethics (hybrid)	BUS 311 Principles of Financial Management	HTH 410 Research and Leadership in Healthcare Portfolio Capstone (Hybrid)	BUS 480 Business Strategy (hybrid)

*Courses, sequence, and dates subject to change. Tuition is subject to increase every July 1.*

**Revised: 05.17.16**

\*\*BUS342: Managerial Communications in the Elms College Healthcare Management Degree Completion Program will NOT be waived. BUS342 is a Communication Intensive course at Elms College with specific writing guidelines set by the college. Shaded courses are offered at a reduced rate.

**HCC CLASS ELIGIBILITY LISTS for GENERAL EDUCATION & ELMS REQUIREMENTS:**

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**Categories include:** Astronomy (AST), Biology (BIO), Chemistry (CHM), Engineering/Robotics (EGR), Earth Science (ESC), Environmental Science (ENV), Forensic Science (FRS), Horticulture (HRT), Physics (PHS), Science, Engineering & Math (SEM) or Sustainability (SUS).

**FINE ARTS REQUIREMENT:** Any 100 Level Art (ART), Music (MUS) or Theatre (THE) course.

**HISTORY REQUIREMENT:** Any 100 Level History (HIS) course.

**HEALTHCARE MANAGEMENT TRANSFER CREDIT ELIGIBLE EQUIVALENT COURSES:**

**HOLYOKE COMMUNITY COLLEGE**

**ELMS COLLEGE**

ACC 111: Principles of Accounting I (3 credits)	ACC 201: Accounting I (3 credits)
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## DEGREE COMPLETION PROGRAM IN HEALTHCARE MANAGEMENT

### COURSE DESCRIPTIONS

*The number in parentheses denotes the credits awarded for the course.*

#### **ACC 201-202 Principles of Accounting I and II (6)**

In this two-semester course, students come to understand fundamental accounting principles and the framework of the accounting system. This course provides a foundation of knowledge concerning the preparation and use of financial statements; the accounting process of analyzing, recording, classifying, and interpreting business transactions; and the role of accounting in proprietorships and corporations. Conceptual problems analyzed include accounting for cash, inventories, depreciation, long-term debt, investments, and periodic income of the business enterprise. Emphasis is placed on the value of reliable financial information, financial statements, and cash flow by management, stockholders, investors, and others in the decision-making process.

#### **BUS 211 Computer Applications for Business (3)**

To meet the challenges created by the increasingly important role that technology plays in our society, in this course students will gain hands-on experience with the most recent and widely used software programs. Students will complete introductory and advanced projects in Excel. Students will learn to write an academic research report using Word. Learning to design and create a database using ACCESS will be the final course project.

#### **BUS 242 Principles of Management (3)**

Students learn the major concepts and principles of business organization and explore the management processes of planning, organizing, leading, and controlling. The emphasis of the course will be on the skills and knowledge needed to successfully manage an organization.

#### **BUS 248 Global Business Environment (3)**

This is a study of the economic, political, and operational impact of conducting business in an international environment. Emphasis is placed on the historical development of trade theory, the cultural and social impact of globalization, and an evaluation of the role that cultural differences have on doing business internationally. The course evaluates the global economic environment. In addition, linkages in communication, education, financial systems, and standards of living are examined in terms of how they limit and/or encourage trade. The impact of trade on business operations is also evaluated.

#### **BUS 252 Principles of Marketing (3)**

The role of consumers in society and their choices at the retail level are increasing dramatically. Consequently, the role of marketing in our society is discussed using a product, price, place, and promotional focus. This course is projected from the viewpoint of marketing management in a firm. The course focuses on providing students with an understanding of the latest marketing strategies such as internet marketing techniques.

#### **BUS 260 Legal Environment of Business (3)**

This course is an examination of the legal environment of business including traditional business law topics such as contracts, agency, and property. In addition, regulatory topics are included such as labor law, securities law, and antitrust. This course provides the student with the skills necessary to understand the relationships among business, government, and the law within the contemporary business environment.

**BUS 311 Principles of Financial Management (3)**

The principles underlying the nature, operation, and control of the corporation are studied through an analysis of its financial structure, practices, and policies. Emphasis is placed on financial markets, interest rates, the time value of money, financial analysis, and the analysis of short- term and long-term corporate financial decisions, including working capital management, capital budgeting, cost of capital, leverage, and debt and equity financing. This course is taught in the computer lab with extensive use of Excel.

Prerequisites: MAT 109, ACC 202.

**BUS 342 Managerial Communications (3)**

Students develop the skills in effective business communication, beginning with organizing the message to fit the audience, the purpose, and the situation. They learn how to express themselves clearly and articulately, both orally and in writing, to listen actively, and to use effective leadership skills.

Prerequisites: BUS 242, 221.

**BUS 345 Human Resource Management (3)**

Students gain knowledge of key aspects of an effective human resource management system that recognizes employees as the most important asset. Topics covered include employee selection, training and development, compensation and benefits, motivation, discipline, grievance handling, labor unions, and the partnership between line managers and the human resource function.

Prerequisite: BUS 242.

**BUS 480 Business Strategy (3)**

This business course is the culminating capstone course for all students majoring in accounting or business, and is designed to reinforce and test what they have learned throughout their coursework. Students work in competitive teams to bring together key concepts and skills from accounting, economics, finance, management, law, and marketing. A business ethics component focuses on helping students develop a framework for making ethical decisions. The organizing element of the course is an online international business simulation. This is a sophisticated model of a competitive business environment that requires teams to analyze data, consider options, test decisions, and then put their business judgment on the line against other teams. The course will be taught in the computer lab, and students will make several formal business presentations to faculty and community business leaders. Students in this course will also complete the comprehensive business exam.

Prerequisite: All 200 and 300 level business management required courses must be completed, and student must have senior standing.

**BUS 481 Career Development (1)**

This course is designed to assist students with career exploration and to prepare them to be competitive candidates during the job search process. This course covers the following topics: career planning, resume building, interview skills, and the power of networking. Students learn the importance of self-efficacy to achieve personal and professional success. The importance of being an ethically-oriented leader will be presented as part of the career development process.

**ECN 211 Economics I (3)**

This course involves the macro-study of the American economic system. Topics include concepts of national income and employment theory, determinants of unemployment rates, inflation rates, GNP, and public policy tools that can be used to promote macroeconomic goals.

**ECN 212 Economics II (3)**

This course involves the micro-study of the American economic system. Topics include the characteristics of the American private enterprise economy including the basic concepts of demand, supply, production, prices, allocation of resources, and distribution of income.

Prerequisite: ECN 211.

**HTH 200 Introduction to Healthcare (3)**

This course is an introduction to the current healthcare industry. The course explores government and economic influences on health service systems. Topics include health policy, patient rights, reimbursement, risk management, delivery models and leadership styles in the health service field.

**HTH 250 Operations in Healthcare (3)**

This course introduces the internal operating environments of healthcare organizations. Topics include organizational relationships and communication structures between and among patients, providers, administrators, risk managers and information systems specialists. Access, patient satisfaction, and outcomes are discussed.

**HTH 350 Critical Issues in the Administration of Healthcare (3)**

This course examines critical issues which impact healthcare organizations, providers and patients. There is an in-depth examination of legal, cultural and ethical issues as they relate to organizational structure, quality of care, quality of life and values in the delivery of health services.

**HTH 410 Capstone: Research and Leadership in Healthcare Portfolio (3)**

This is a problem-based course in which students' research, design, and evaluate projects that will improve the healthcare field.

**LEG 311 Health Law (3)**

In this course, students examine a broad range of legal issues affecting health care delivery, including the structure of the healthcare system, reimbursement methods (Medicare, Medicaid, third party insurance, and prepaid health plans such as H.M.O.s), medical malpractice, and the complex issues involved in making decisions about medical treatment (informed consent and physician-assisted suicide).

**PHI 248 Healthcare Ethics (3)**

This course examines current controversies and ethical problems that arise in the healthcare setting. Frameworks for making justified moral decisions are explored, and case studies are presented for practice in the application of moral theory.

**REL 340 Spirituality and Values in Healthcare (3)**

This course will explore spirituality and values capable of sustaining healthcare providers in an increasingly-complex workplace.

**SOC 214 Sociology of Healthcare (3)**

This course provides an introduction to the sociology of health, illness, and healthcare in the United States. Students will examine how health, disease, and medical care are socially created and defined, and how social contexts influence these definitions. Some of the topics to be covered include health care reform, social sources of wellness, and a sociological analysis of the health care system and its practitioners. Throughout the course, students will be encouraged to consider the diverse ways in which sex, race, ethnicity, social class and more broadly, power, affect health, illness, longevity, and healthcare.





**ELMS OPTION TWO: Online**  
**Bachelor of Arts Degree Completion**  
**Program**  
*in Healthcare Management*  
**2016-2018**



**OPTION TWO: ONLINE Accelerated 8-week, 22 month program**

**ELMS COLLEGE HEALTHCARE MANAGEMENT BACHELOR OF ARTS DEGREE COMPLETION PROGRAM**

(Minimum of 42 Elms credits and a minimum of 120 credits to graduate with a B.A. degree)

**Program Prerequisites:** An Associate’s degree from an accredited college; a minimum GPA of 2.25 is required.

**Additional Requirements:** PSY 110 Introduction to Psychology; SOC 110 Introduction to Sociology; and MAT 109 Statistics, any 100- level Art, Music or Theatre course, and History course, minimum Microsoft Office 2010 or higher, must pass computer proficiency test prior to acceptance into the program if computer application course was taken more than 4 years ago. 42 residency credits required for an Elms College degree. Fifteen hours of community service are required for this program.

**Description:** The Elms College degree completion program in Healthcare Management provides professionals with a background in operations, budgeting, planning, analysis, law, and ethics within the broad umbrella of health services. Candidates become familiar with principles and practices of management, marketing, human resources, and critical issues in health care. Three curricular strands are woven throughout the program: communication, cultural competence, and leadership.

**Job Outlook:** Employment of medical and health services managers is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. As the large baby-boom population ages and people remain active later in life, the healthcare industry as a whole will see an increase in the demand for medical services. This will in turn result in an increase in the number of physicians, patients, and procedures, as well as in the number of facilities. Managers will be needed to organize and manage medical information and staffs in the healthcare industry. Increased demand for nursing care facility administrators is likely as baby boomers age. (Source: Occupational Outlook Handbook, 2012-2022 edition published by the U.S. Department of Labor).

**2016-2017 ACADEMIC YEAR (YEAR ONE)**

Session 1 Fall 1	Session 2 Fall 2	Session 3 Spring 1	Session 4 Spring 2	Session 5 Summer 1
HTH 200 Introduction to Healthcare	ACC 201 Accounting 1	ACC 202 Accounting 2	BUS 481 Career Development	BUS 260 Legal Environment of Business
*BUS 221 Computer Applications	*BUS 242 Principles of Management	*BUS 252 Principles of Marketing	*HTH 250 Operations in Healthcare	**BUS 342 Managerial Communications

**2017-2018 ACADEMIC YEAR (YEAR TWO)**

Session 6 Summer 2	Session 7 Fall 1	Session 8 Fall 2	Session 9 Spring 1	Session 10 Spring 2	Session 11 Summer 1
**BUS 248 Global Business Environment	BUS 345 Human Resource Management	HTH 350 Critical Issues in the Administration of Healthcare	SOC 214 Sociology of Healthcare	LEG 311 Health Law	REL 340 Spirituality and Values in Healthcare
ECN 211 Economics 1	ECN 212 Economics 2	*PHI 248 Healthcare Ethics	*BUS 311 Principles of Financial Management	HTH 410 Capstone: Research and Leadership in Healthcare Portfolio	BUS 480 Business Strategy

Revised 9.12.16

*Courses, sequence and dates are subject to change. Tuition is subject to increase every July 1.*

\*\*BUS342: Managerial Communications in the Elms College Healthcare Management Degree Completion Program will NOT be waived. BUS342 is a Communication Intensive course at Elms College with specific writing guidelines set by the college. Shaded courses are offered at a reduced rate.

**HCC CLASS ELIGIBILITY LISTS for GENERAL EDUCATION & ELMS REQUIREMENTS:**

**LAB SCIENCE REQUIREMENT [D]:** Any 4 Credit Lab Science course, except BIO 111: Human Biology (because it waives HIM 107). Categories include: Astronomy (AST), Biology (BIO), Chemistry (CHM), Engineering/Robotics (EGR), Earth Science (ESC), Environmental Science (ENV), Forensic Science (FRS), Horticulture (HRT), Physics (PHS), Science, Engineering & Math (SEM) or Sustainability (SUS).

**FINE ARTS REQUIREMENT:** Any 100 Level Art (ART), Music (MUS) or Theatre (THE) course.

**HISTORY REQUIREMENT:** Any 100 Level History (HIS) course.

**HEALTHCARE MANAGEMENT TRANSFER CREDIT ELIGIBLE EQUIVALENT COURSES:**

**HOLYOKE COMMUNITY COLLEGE**

**ELMS COLLEGE**

ACC 111: Principles of Accounting I (3 credits)	ACC 201: Accounting I (3 credits)
ACC 112: Principles of Accounting II (3 credits)	ACC 202: Accounting II (3 credits)
BUS 115: Business Applications (3 credits)	BUS 221: Computer Applications (3 credits)
BUS 245: Introduction to International Business (3 credits)	BUS 248: Global Business (3 credits)
ECN 101: Introduction to Macroeconomics (3 credits)	ECN 211: Macroeconomics (3 credits)
ECN 102: Introduction to Microeconomics (3 credits)	ECN 212: Microeconomics (3 credits)
LAW 211: Business Law (3 credits)	BUS 260: Legal Environment of Business (3 credits)
MGT 230: Principles of Management (3 credits)	BUS 242: Principles of Management (3 credits)
MKT 240: Principles of Marketing (3 credits)	BUS 252: Principles of Marketing (3 credits)

\*Students can have a maximum of 5 (3 credit) classes [15 credits total] transferred from this approved transfer list from HCC to Elms for the Off Campus (Holyoke) or Online Degree Completion Options. Up to a total of 17 Credits may be accepted in general by Elms, if other courses are approved for Transfer credit.

\*Students can have a maximum total of 4 (3 Credit) classes [12 credits total] transferred from this approved transfer list from HCC to Elms for the Main Campus (Chicopee) Degree Completion Option. Up to a total of 14 credits may be accepted in general by Elms, if other courses are approved for transfer credit.



## DEGREE COMPLETION PROGRAM IN HEALTHCARE MANAGEMENT

### COURSE DESCRIPTIONS

*The number in parentheses denotes the credits awarded for the course.*

#### **ACC 201-202 Principles of Accounting I and II (6)**

In this two-semester course, students come to understand fundamental accounting principles and the framework of the accounting system. This course provides a foundation of knowledge concerning the preparation and use of financial statements; the accounting process of analyzing, recording, classifying, and interpreting business transactions; and the role of accounting in proprietorships and corporations. Conceptual problems analyzed include accounting for cash, inventories, depreciation, long-term debt, investments, and periodic income of the business enterprise. Emphasis is placed on the value of reliable financial information, financial statements, and cash flow by management, stockholders, investors, and others in the decision-making process.

#### **BUS 211 Computer Applications for Business (3)**

To meet the challenges created by the increasingly important role that technology plays in our society, in this course students will gain hands-on experience with the most recent and widely used software programs. Students will complete introductory and advanced projects in Excel. Students will learn to write an academic research report using Word. Learning to design and create a database using ACCESS will be the final course project.

#### **BUS 242 Principles of Management (3)**

Students learn the major concepts and principles of business organization and explore the management processes of planning, organizing, leading, and controlling. The emphasis of the course will be on the skills and knowledge needed to successfully manage an organization.

#### **BUS 248 Global Business Environment (3)**

This is a study of the economic, political, and operational impact of conducting business in an international environment. Emphasis is placed on the historical development of trade theory, the cultural and social impact of globalization, and an evaluation of the role that cultural differences have on doing business internationally. The course evaluates the global economic environment. In addition, linkages in communication, education, financial systems, and standards of living are examined in terms of how they limit and/or encourage trade. The impact of trade on business operations is also evaluated.

#### **BUS 252 Principles of Marketing (3)**

The role of consumers in society and their choices at the retail level are increasing dramatically. Consequently, the role of marketing in our society is discussed using a product, price, place, and promotional focus. This course is projected from the viewpoint of marketing management in a firm. The course focuses on providing students with an understanding of the latest marketing strategies such as internet marketing techniques.

#### **BUS 260 Legal Environment of Business (3)**

This course is an examination of the legal environment of business including traditional business law topics such as contracts, agency, and property. In addition, regulatory topics are included such as labor law, securities law, and antitrust. This course provides the student with the skills necessary to understand

the relationships among business, government, and the law within the contemporary business environment.

### **BUS 311 Principles of Financial Management (3)**

The principles underlying the nature, operation, and control of the corporation are studied through an analysis of its financial structure, practices, and policies. Emphasis is placed on financial markets, interest rates, the time value of money, financial analysis, and the analysis of short- term and long-term corporate financial decisions, including working capital management, capital budgeting, cost of capital, leverage, and debt and equity financing. This course is taught in the computer lab with extensive use of Excel. Prerequisites: MAT 109, ACC 202.

### **BUS 342 Managerial Communications (3)**

Students develop the skills in effective business communication, beginning with organizing the message to fit the audience, the purpose, and the situation. They learn how to express themselves clearly and articulately, both orally and in writing, to listen actively, and to use effective leadership skills. Prerequisites: BUS 242, 221.

### **BUS 345 Human Resource Management (3)**

Students gain knowledge of key aspects of an effective human resource management system that recognizes employees as the most important asset. Topics covered include employee selection, training and development, compensation and benefits, motivation, discipline, grievance handling, labor unions, and the partnership between line managers and the human resource function. Prerequisite: BUS 242.

### **BUS 480 Business Strategy (3)**

This business course is the culminating capstone course for all students majoring in accounting or business, and is designed to reinforce and test what they have learned throughout their coursework. Students work in competitive teams to bring together key concepts and skills from accounting, economics, finance, management, law, and marketing. A business ethics component focuses on helping students develop a framework for making ethical decisions. The organizing element of the course is an online international business simulation. This is a sophisticated model of a competitive business environment that requires teams to analyze data, consider options, test decisions, and then put their business judgment on the line against other teams. The course will be taught in the computer lab, and students will make several formal business presentations to faculty and community business leaders. Students in this course will also complete the comprehensive business exam. Prerequisite: All 200 and 300 level business management required courses must be completed, and student must have senior standing.

### **BUS 481 Career Development (1)**

This course is designed to assist students with career exploration and to prepare them to be competitive candidates during the job search process. This course covers the following topics: career planning, resume building, interview skills, and the power of networking. Students learn the importance of self-efficacy to achieve personal and professional success. The importance of being an ethically-oriented leader will be presented as part of the career development process.

### **ECN 211 Economics I (3)**

This course involves the macro-study of the American economic system. Topics include concepts of national income and employment theory, determinants of unemployment rates, inflation rates, GNP, and public policy tools that can be used to promote macroeconomic goals.

**ECN 212 Economics II (3)**

This course involves the micro-study of the American economic system. Topics include the characteristics of the American private enterprise economy including the basic concepts of demand, supply, production, prices, allocation of resources, and distribution of income.

Prerequisite: ECN 211.

**HTH 200 Introduction to Healthcare (3)**

This course is an introduction to the current healthcare industry. The course explores government and economic influences on health service systems. Topics include health policy, patient rights, reimbursement, risk management, delivery models and leadership styles in the health service field.

**HTH 250 Operations in Healthcare (3)**

This course introduces the internal operating environments of healthcare organizations. Topics include organizational relationships and communication structures between and among patients, providers, administrators, risk managers and information systems specialists. Access, patient satisfaction, and outcomes are discussed.

**HTH 350 Critical Issues in the Administration of Healthcare (3)**

This course examines critical issues which impact healthcare organizations, providers and patients. There is an in-depth examination of legal, cultural and ethical issues as they relate to organizational structure, quality of care, quality of life and values in the delivery of health services.

**HTH 410 Capstone: Research and Leadership in Healthcare Portfolio (3)**

This is a problem-based course in which students' research, design, and evaluate projects that will improve the healthcare field.

**LEG 311 Health Law (3)**

In this course, students examine a broad range of legal issues affecting health care delivery, including the structure of the healthcare system, reimbursement methods (Medicare, Medicaid, third party insurance, and prepaid health plans such as H.M.O.s), medical malpractice, and the complex issues involved in making decisions about medical treatment (informed consent and physician-assisted suicide).

**PHI 248 Healthcare Ethics (3)**

This course examines current controversies and ethical problems that arise in the healthcare setting. Frameworks for making justified moral decisions are explored, and case studies are presented for practice in the application of moral theory.

**REL 340 Spirituality and Values in Healthcare (3)**

This course will explore spirituality and values capable of sustaining healthcare providers in an increasingly-complex workplace.

**SOC 214 Sociology of Healthcare (3)**

This course provides an introduction to the sociology of health, illness, and healthcare in the United States. Students will examine how health, disease, and medical care are socially created and defined, and how social contexts influence these definitions. Some of the topics to be covered include health care reform, social sources of wellness, and a sociological analysis of the health care system and its practitioners. Throughout the course, students will be encouraged to consider the diverse ways in which sex, race, ethnicity, social class and more broadly, power, affect health, illness, longevity, and healthcare.



## **ELMS OPTION THREE: Traditional Day Program**

### **Bachelor of Arts Degree Completion Program**

*in Healthcare Management*



**OPTION THREE: Traditional Day B.A. Degree Completion Program in Healthcare Management  
CHICOPEE CAMPUS**

(Minimum of 45 Elms credits and a minimum of 120 credits to graduate with a B.A. degree)

<b>3<sup>RD</sup> Year: [36 Credits]</b>					
<b>FALL TRADITIONAL SEMESTER (18 CREDITS)</b>					
BUS 221 Computer Applications (3 credits)	ACC 201 Accounting I (3 credits)	HTH200 Introduction to Health Care (3 credits)	BUS 242 Principles of Management (3 credits)	HTH250 Operations in Health Care (3 credits)	ECN211 Macro-economics (3 credits)

<b>SPRING TRADITIONAL SEMESTER (18 CREDITS)</b>					
BUS 252 Principles of Marketing (3 credits)	ACC 202 Accounting II (3 credits)	SOC 214 Sociology of Healthcare (3 credits)	BUS 248 Global Business Environment (3 credits)	ECN 212 Micro-economics (3 credits)	PHI 248 Health Care Ethics (3 credits)

<b>4<sup>TH</sup> Year: [30 Credits]</b>				
<b>FALL TRADITIONAL SEMESTER (15 CREDITS)</b>				
BUS 260 Legal Environment of Business (3 credits)	HTH 350 Critical Issues in the Administration of Healthcare (3 credits)	BUS342 Managerial Communications (3 credits)	BUS 345 Human Resource Management (3 credits)	Any Religion Course (3 credits)

<b>SPRING TRADITIONAL SEMESTER (15 CREDITS)</b>				
BUS 481 Career Development (3 credits)	LEG 311 Health Law (3 credits)	HTH 410 CAPSTONE - Research and Leadership in Health Care (3 credits)	BUS 482 Internship (3 credits)	BUS 480 Business Strategy (3 credits)

- 15 hours of community service are required for this program.



**HCC CLASS ELIGIBILITY LISTS for GENERAL EDUCATION & ELMS REQUIREMENTS:**

**LAB SCIENCE REQUIREMENT [D]:** Any 4 Credit Lab Science course, except BIO 111: Human Biology (because it waives HIM 107). Categories include: Astronomy (AST), Biology (BIO), Chemistry (CHM), Engineering/Robotics (EGR), Earth Science (ESC), Environmental Science (ENV), Forensic Science (FRS), Horticulture (HRT), Physics (PHS), Science, Engineering & Math (SEM) or Sustainability (SUS).

**FINE ARTS REQUIREMENT:** Any 100 Level Art (ART), Music (MUS) or Theatre (THE) course.

**HISTORY REQUIREMENT:** Any 100 Level History (HIS) course.

**HEALTHCARE MANAGEMENT TRANSFER CREDIT ELIGIBLE EQUIVALENT COURSES:**

**HOLYOKE COMMUNITY COLLEGE**

**ELMS COLLEGE**

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ACC 112: Principles of Accounting II (3 credits)	ACC 202: Accounting II (3 credits)
BUS 115: Business Applications (3 credits)	BUS 221: Computer Applications (3 credits)
BUS 245: Introduction to International Business (3 credits)	BUS 248: Global Business (3 credits)
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LAW 211: Business Law (3 credits)	BUS 260: Legal Environment of Business (3 credits)
MGT 230: Principles of Management (3 credits)	BUS 242: Principles of Management (3 credits)
MKT 240: Principles of Marketing (3 credits)	BUS 252: Principles of Marketing (3 credits)

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## DEGREE COMPLETION PROGRAM IN HEALTHCARE MANAGEMENT

### COURSE DESCRIPTIONS

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#### **BUS 211 Computer Applications for Business (3)**

To meet the challenges created by the increasingly important role that technology plays in our society, in this course students will gain hands-on experience with the most recent and widely used software programs. Students will complete introductory and advanced projects in Excel. Students will learn to write an academic research report using Word. Learning to design and create a database using ACCESS will be the final course project.

#### **BUS 242 Principles of Management (3)**

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#### **BUS 248 Global Business Environment (3)**

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#### **BUS 252 Principles of Marketing (3)**

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#### **BUS 260 Legal Environment of Business (3)**

This course is an examination of the legal environment of business including traditional business law topics such as contracts, agency, and property. In addition, regulatory topics are included such as labor law, securities law, and antitrust. This course provides the student with the skills necessary to understand

the relationships among business, government, and the law within the contemporary business environment.

### **BUS 311 Principles of Financial Management (3)**

The principles underlying the nature, operation, and control of the corporation are studied through an analysis of its financial structure, practices, and policies. Emphasis is placed on financial markets, interest rates, the time value of money, financial analysis, and the analysis of short-term and long-term corporate financial decisions, including working capital management, capital budgeting, cost of capital, leverage, and debt and equity financing. This course is taught in the computer lab with extensive use of Excel. Prerequisites: MAT 109, ACC 202.

### **BUS 342 Managerial Communications (3)**

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### **BUS 345 Human Resource Management (3)**

Students gain knowledge of key aspects of an effective human resource management system that recognizes employees as the most important asset. Topics covered include employee selection, training and development, compensation and benefits, motivation, discipline, grievance handling, labor unions, and the partnership between line managers and the human resource function. Prerequisite: BUS 242.

### **BUS 480 Business Strategy (3)**

This business course is the culminating capstone course for all students majoring in accounting or business, and is designed to reinforce and test what they have learned throughout their coursework. Students work in competitive teams to bring together key concepts and skills from accounting, economics, finance, management, law, and marketing. A business ethics component focuses on helping students develop a framework for making ethical decisions. The organizing element of the course is an online international business simulation. This is a sophisticated model of a competitive business environment that requires teams to analyze data, consider options, test decisions, and then put their business judgment on the line against other teams. The course will be taught in the computer lab, and students will make several formal business presentations to faculty and community business leaders. Students in this course will also complete the comprehensive business exam. Prerequisite: All 200 and 300 level business management required courses must be completed, and student must have senior standing.

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### **ECN 211 Economics I (3)**

This course involves the macro-study of the American economic system. Topics include concepts of national income and employment theory, determinants of unemployment rates, inflation rates, GNP, and public policy tools that can be used to promote macroeconomic goals.

**ECN 212 Economics II (3)**

This course involves the micro-study of the American economic system. Topics include the characteristics of the American private enterprise economy including the basic concepts of demand, supply, production, prices, allocation of resources, and distribution of income.

Prerequisite: ECN 211.

**HTH 200 Introduction to Healthcare (3)**

This course is an introduction to the current healthcare industry. The course explores government and economic influences on health service systems. Topics include health policy, patient rights, reimbursement, risk management, delivery models and leadership styles in the health service field.

**HTH 250 Operations in Healthcare (3)**

This course introduces the internal operating environments of healthcare organizations. Topics include organizational relationships and communication structures between and among patients, providers, administrators, risk managers and information systems specialists. Access, patient satisfaction, and outcomes are discussed.

**HTH 350 Critical Issues in the Administration of Healthcare (3)**

This course examines critical issues which impact healthcare organizations, providers and patients. There is an in-depth examination of legal, cultural and ethical issues as they relate to organizational structure, quality of care, quality of life and values in the delivery of health services.

**HTH 410 Capstone: Research and Leadership in Healthcare Portfolio (3)**

This is a problem-based course in which students' research, design, and evaluate projects that will improve the healthcare field.

**LEG 311 Health Law (3)**

In this course, students examine a broad range of legal issues affecting health care delivery, including the structure of the healthcare system, reimbursement methods (Medicare, Medicaid, third party insurance, and prepaid health plans such as H.M.O.s), medical malpractice, and the complex issues involved in making decisions about medical treatment (informed consent and physician-assisted suicide).

**PHI 248 Healthcare Ethics (3)**

This course examines current controversies and ethical problems that arise in the healthcare setting. Frameworks for making justified moral decisions are explored, and case studies are presented for practice in the application of moral theory.

**REL 340 Spirituality and Values in Healthcare (3)**

This course will explore spirituality and values capable of sustaining healthcare providers in an increasingly-complex workplace.

**SOC 214 Sociology of Healthcare (3)**

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