

# Elms College Holyoke Community College



#### ACADEMIC ARTICULATION AGREEMENT

A.S. in Liberal Studies: General Integrated Studies (GIS), Medical Billing & Coding Certificate Option (C001) 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. in Liberal Studies: General Integrated Studies Option (C001) 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 Liberal Studies: General Integrated Studies Option (COO1) 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 This articulation agreement will be in force, and should be considered the entire agreement, until superseded by a formal contract between Elms College and Holyoke Community College that explicitly replaces this agreement.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 General Integrated Studies (GIS) 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:**

- Sara Sariol, Medical Billing Coordinator will advise students enrolled in the Medical Billing and Coding
  Certificate Program or A.S. in General Integrated Studies with Medical Billing and Coding as part of
  their Academic Graduation Plan. Mark Broadbent, Coordinator of Transfer Affairs at Holyoke
  Community College will advise prospective transfer students about Elms HCM options as described.
  The attached program sequences and lists of courses accepted for Elms College transfer credit assure
  maximum transfer of credits that meet the core requirements of Elms College and Healthcare
  Management program requirements.
- 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.
- 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 HOLYOKE COMMUNITY COLLEGE** Sr. Mary Reap **Christina Royal** President President **Walter Breau Monica Perez** Vice President of Academic Affairs Vice President of Academic Affairs Elizabeth T. Hukowicz **Holly Martin-Peele** Dean of School of Graduate and Interim Dean of Health **Professional Studies Renee Tastad** Joseph Wagner **Director of Admissions** Dean of Enrollment Management



## **HCC OPTION ONE**

# **GENERAL INTEGRATED STUDIES OPTION (C001)**

A.S. in Liberal Studies

**FOR TRANSFER TO** 

Elms College B.A. in Healthcare Management

#### **HCC ACADEMIC GRADUATION PLAN**

### **GENERAL INTEGRATED STUDIES OPTION (C001) - A.S. in Liberal Studies [61 Credits]**

For Elms B.A. in Healthcare Management Articulation Agreement - OPTION 1

<u>Contact:</u> Sara Sariol, Medical Billing Coordinator, Kittredge Center # 427 413-552-2939 <u>ssariol@hcc.edu</u>

ELMS B.A. HEALT	ELMS B.A. HEALTHCARE MANAGEMENT PROGRAM REQUIREMENTS [60 CREDITS]							
General Education	HCC Course Description	Credits	Equivalent at Elms/Notes					
Requirements [23 credits]								
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	Any Lab Science course,	4	Satisfies Science core					
Requirement [D]	except BIO 111		requirement at Elms					
2 <sup>nd</sup> Lab Science	Any Lab Science course,	4	Satisfies Science core					
Requirement [D]	except BIO 111		requirement at Elms					
Math Requirement [D]	MTH 142: Statistics	3	MAT 109: Statistics					
Social Science Requirement	PSY 110: Introduction to	3	PSY 101: General					
[B]	Psychology		Psychology					
Social Science Requirement	SOC 110: Introduction to Sociology	3	SOC 101: Introduction to					
[B]			Sociology					
Elms Requirements	Course Description	Credits	Equivalent at Elms/Notes					
[9 credits]								
FINE ARTS REQUIREMENT	Any 100 level Art, Music or	3	Satisfies Elms Fine Art					
3 cr.	Theatre course		Requirement					
HISTORY REQUIREMENT	Any 100 level History course	3	Satisfies Elms History					
3 cr.			Requirement					
COMPUTER REQUIREMENT	BUS 115: Computer Applications	3	BUS 221: Computer					
3 cr.			Applications					

MEDICAL BILLING & CODING CERTIFICATE PROG	RAM REQ	UIREMENTS (M046) [29 CREDITS]
HCC Course Description	Credits	Equivalent at Elms/Notes
HTH 114: Medical Terminology	3	General Transfer Credit
HIM 103: Introduction to Health Information	2	General Transfer Credit
Management		
HIM 104: Health Insurance Reimbursement &	4	General Transfer Credit
Computerized Billing		
HIM 106: Electronic Health Records	3	General Transfer Credit
HIM 107: Human A&P & Disease Processes for Medical	4	Satisfies Science core requirement at
Billing		Elms
HIM 108: Healthcare Documentation	1	General Transfer Credit
HIM 220: Diagnosis Coding	3	General Transfer Credit
HIM 221: Procedural Coding, Evaluation &	3	General Transfer Credit
Management Services & HCPCS Coding		
HIM 286: Medical Billing & Coding Career Preparation,	6	General Transfer Credit
Practicum & Co-op Experiences		

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

<sup>\*\*</sup> 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 61 credits from HCC's GIS contract 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)

<sup>\*</sup>Students can have a maximum of <u>5</u> (3 credit) classes <u>[15 credits total]</u> 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 <u>17 Credits</u> may be accepted in general by Elms, if other courses are approved for Transfer credit.

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



### **HCC OPTION TWO**

## **GENERAL INTEGRATED STUDIES OPTION (C001)**

A.S. in Liberal Studies

**FOR TRANSFER TO** 

Elms College B.A. in Healthcare Management

#### **HCC ACADEMIC GRADUATION PLAN**

#### GENERAL INTEGRATED STUDIES OPTION (C001) - A.S. in Liberal Studies [61 Credits]

For Elms B.A. in Healthcare Management Articulation Agreement - OPTION 2

Contact: Sara Sariol, Medical Billing Coordinator, Kittredge Center # 427 413-552-2939 <a href="mailto:ssariol@hcc.edu">ssariol@hcc.edu</a>

ELMS B.A. HEALT	THCARE MANAGEMENT PROG	GRA	AM REQU	IREMEN	ITS [60 CREDITS]
General Education	Course Description		Cred	lits	Equivalent at Elms/Notes
Requirements [23 credits]					
1 <sup>ST</sup> English Requirement [A]	ENG 101: College		3		ENG 101: Rhetoric
	Composition I				
2 <sup>ND</sup> English Requirement [A]	ENG 102: College		3		Satisfies Literature core
	Composition II				requirement at Elms
1 <sup>ST</sup> Lab Science	Any Lab Science course,		4		Satisfies Science core
Requirement [D]	except BIO 111				requirement at Elms
2 <sup>ND</sup> Lab Science	BIO 111: Human Biology		4		Satisfies Science core
Requirement [D]					requirement at Elms
Math Requirement [D]	MTH 142: Statistics		3		MAT 109: Statistics
Social Science Requirement	PSY 110: Introduction to		3		PSY 101: General
[B]	Psychology				Psychology
Social Science Requirement	SOC 110: Introduction to		3		SOC 101: Introduction to
[B]	Sociology				Sociology
Elms Requirements	Course Description		Cred	lits	Equivalent at Elms/Notes
[9 credits]					
FINE ARTS REQUIREMENT	Any 100 level Art, Music or		3		Satisfies Elms Fine Art
3 cr.	Theatre course				Requirement
HISTORY REQUIREMENT	Any 100 level History course	9 │	3		Satisfies Elms History
3 cr.					Requirement
COMPUTER REQUIREMENT	BUS 115: Computer		3		BUS 221: Computer
3 cr.	Applications				Applications
	ODING CERTIFICATE PROGRA				
HCC Course	Description	C	Credits	Ed	quivalent at Elms/Notes
HTH 114: Medical Terminolog	gy		3	General Transfer Credit	
HIM 103: Introduction to Hea	lth Information		2	(	General Transfer Credit
Management					
HIM 104: Health Insurance Re	eimbursement &		4	(	General Transfer Credit
Computerized Billing					
MEA 104: Medical Manager			2	-	ices HIM 107 HCC Credits - See
					on 1/ General Transfer Credit
HIM 106: Electronic Health Re			3	General Transfer Credit	
MEA 107: Health Office Practices & Procedures			2	-	ices HIM 107 HCC Credits - See
11111111111111111111111111111111111111			1		on 1 / General Transfer Credit
HIM 108: Healthcare Docume	riitatiOII		1		General Transfer Credit
HIM 220: Diagnosis Coding	Fugliation 9 Management		3		General Transfer Credit
HIM 221: Procedural Coding,	Evaluation & ivianagement		3	(	General Transfer Credit
Services & HCPCS Coding	ding Caraar				Consul Transfer Consult
HIM 286: Medical Billing & Co	_		6	(	General Transfer Credit
Preparation, Practicum & Co-	op Experiences				

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

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**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	BUS 248: Global Business
(3 credits)	(3 credits)
ECN 101: Introduction to Macroeconomics	ECN 211: Macroeconomics
(3 credits)	(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)

<sup>\*</sup>Students can have a maximum of <u>5</u> (3 credit) classes <u>[15 credits total]</u> 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 <u>17 Credits</u> may be accepted in general by Elms, if other courses are approved for Transfer credit.

<sup>\*</sup>Students can have a maximum total of <u>4</u> (3 Credit) classes <u>[12 credits total]</u> transferred from this approved transfer list from HCC to Elms for the Main Campus (Chicopee) Degree Completion Option. Up to a total of <u>14 credits</u> 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	Principles of		es of	G Bu	S 248 lobal asiness ronment	C	*BUS 342 Managerial Communications (hybrid)
	2017-2018 ACADEMIC YEAR (YEAR TWO)							
Session 6 Summer 2	Session 7 Fall 1		Session 8 Session 9 Fall 2 Spring 1		Session 1 Spring 2		Session 11 Summer1	
HTH 250 Operations in Healthcare	BUS 345 Human Resource Management	Cr Ad	HTH 350 tical Issues in the ministration Healthcare		ogy of	LEG 311 Health Lav	_	REL 340 Spirituality and Values in Healthcare
ECN 211 Macroeconomics (online)	ECN 212 Microeconomics (online)	F	PHI 248 Iealthcare Ethics (hybrid)	BUS Princi Fina Manag	ples of ncial	HTH 410 Research a Leadership Healthcar Portfolio Capstone (Hybrid)	nd in e	BUS 480 Business Strategy (hybrid)

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

Revised: 05.17.16

<sup>\*\*</sup>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).

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**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 113: Principles of Accounting II /2 gradits	ACC 202: Accounting II /2 gradits)
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)
DUC 245 L L L L L L L L L L L L L L L L L L L	DUC 240 OL L LD
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)

<sup>\*</sup>Students can have a maximum of <u>5</u> (3 credit) classes <u>[15 credits total]</u> 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 <u>17 Credits</u> may be accepted in general by Elms, if other courses are approved for Transfer credit.

<sup>\*</sup>Students can have a maximum total of <u>4</u> (3 Credit) classes <u>[12 credits total]</u> transferred from this approved transfer list from HCC to Elms for the Main Campus (Chicopee) Degree Completion Option. Up to a total of <u>14 credits</u> 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 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)

			(1EAK	ONE)			
Session 1	Session 2	2	Sess	ion 3		Session 4	Session 5
Fall 1	Fall 2		Spring		Spring 1		Summer 1
UTU 200	466 204		ACC 202		DUC 404		DUC 2CO
HTH 200	ACC 201					BUS 481	BUS 260
Introduction to	Accounting	g 1	Accou	nting 2	Caree	r Development	Legal Environment
Healthcare							of Business
*BUS 221	*BUS 242	2	*BUS	S 252	*	*HTH 250	**BUS 342
Computer	Principles	of	<b>Principles</b> o	f Marketing	Op	erations in	Managerial
Applications	Manageme	ent			H	lealthcare	Communications
• • •			2018 ACADEMIC YEAR (YEAR TWO		<b>)</b> )		
		•		` `			
Session 6	Session 7	Se	ssion 8	Session	า 9	Session 10	Session 11
Summer 2	Fall 1	I	Fall 2	Spring	1	Spring 2	Summer 1
**BUS 248	BUS 345	H.	ГН 350	SOC 2	14	LEG 311	REL 340
Global Business	Human	Critic	cal Issues	Sociolog	y of	Health Law	Spirituality and
Environment	Resource	i	n the	Healtho	-		Values in
	Management		nistration				Healthcare
	ivianagement		ealthcare				ricarincare
ECN 211	FCN 212		PHI 248	*BUS 3	11	HTH 410	DUC 400
_	ECN 212		althcare	Principle			BUS 480
Economics 1	Economics 2			Financ		Capstone:	Business
		L	thics			Research and	Strategy
				Manager	nent	Leadership in	ı
						Healthcare	
						Portfolio	

Revised 9.12.16 Courses, sequence and dates are subject to change.

Tuition is subject to increase every July 1

<sup>\*\*</sup>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)
B110 0 45 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2112 242 214 12
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)

<sup>\*</sup>Students can have a maximum of  $\underline{5}$  (3 credit) classes  $\underline{[15 \text{ credits total}]}$  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  $\underline{17}$  Credits may be accepted in general by Elms, if other courses are approved for Transfer credit.

<sup>\*</sup>Students can have a maximum total of  $\underline{4}$  (3 Credit) classes  $\underline{12}$  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  $\underline{14}$  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)

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

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

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

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

<sup>• 15</sup> 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**

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)	

<sup>\*</sup>Students can have a maximum of <u>5</u> (3 credit) classes <u>[15 credits total]</u> 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 <u>17 Credits</u> may be accepted in general by Elms, if other courses are approved for Transfer credit.

<sup>\*</sup>Students can have a maximum total of  $\underline{4}$  (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  $\underline{14}$  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.

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#### 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)

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#### 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)**

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

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