



EXCELSIOR COLLEGE

School of Health Sciences Catalog



CELEBRATING

40
YEARS

 **EXCELSIOR
COLLEGE®**
Start to FinishSM

The Philosophy of Excelsior College

What you know is more important than where or how you learned it.®

About Excelsior College

Excelsior College was founded in 1971 as the external degree program of the New York State Board of Regents. In 1998, the Board of Regents granted the College (then known as Regents College) an absolute charter to operate as a private, nonprofit, independent college. As are all accredited colleges in the state, Excelsior College is a member of The University of the State of New York. Today, the College is governed by a board of trustees comprised of individuals from across the United States who are prominent in the fields of business, education, government, and the professions.

A leader in online and distance learning, Excelsior College awards degrees at the associate and baccalaureate levels in liberal arts, nursing, business, technology, and health sciences, and at the master's level in liberal studies, nursing, and business. Certificate programs are also offered by the Schools of Business & Technology, Health Sciences, Liberal Arts, and Nursing. More than 141,000 persons have earned degrees from Excelsior College.

Excelsior's student body represents a diverse group of adult learners.

- The average age of an Excelsior student is 40; about 55 percent are female, 45 percent are male.
- More than one-third of our enrolled students are from groups historically underrepresented in higher education.
- More than one-quarter of our students are active-duty or reserve military personnel.
- Ten percent of our students come from New York State; the remaining are from the rest of the United States and other nations.

The faculty of Excelsior College, both full-time and adjunct, are drawn from many colleges and universities as well as from industry and the professions. They teach our courses, establish and monitor academic policies and standards, determine degree requirements and the means by which credit may be earned, develop the content for all examinations, and recommend degree conferral to the Excelsior College Board of Trustees

The Mission of Excelsior College

Excelsior College provides educational opportunity to adult learners with an emphasis on those historically underrepresented in higher education. The College meets students where they are—academically and geographically, offering quality instruction and the assessment of prior learning.

The Vision of Excelsior College

Excelsior College provides global access to quality higher education for adult learners, helping them to overcome barriers of time, distance, and cost. A world leader in the assessment of learning, Excelsior is nationally renowned for its facilitation of degree completion and its advocacy on behalf of adult learners.

Accreditation

Excelsior College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, telephone: 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The associate, bachelor's, and master's degree programs in nursing at Excelsior College are accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, telephone: 404-975-5000. The NLNAC is a specialized accrediting agency for nursing recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The bachelor's degree programs in electrical engineering technology and nuclear engineering technology are accredited by the Technology Accreditation Commission of ABET, <http://www.abet.org>, 111 Market Place, Suite 1050, Baltimore, MD 21202, 410-347-7700. ABET is a specialized accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

The bachelor's degree programs in accounting (NYS CPA Track) and business are accredited by the International Assembly for Collegiate Business Education (IACBE), 11257 Strang Line Rd., Lexena, KS 66215, telephone: 913-631-3009. IACBE is a specialized accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

All the College's academic programs are registered (i.e., approved) by the New York State Education Department.

Recognition

The Master of Arts in Liberal Studies program has been accepted into full membership by the Association of Graduate Liberal Studies Programs (AGLSP).

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and made college credit recommendations for Excelsior College Examinations.

The National League for Nursing (NLN) designated the Excelsior College School of Nursing as a 2008–2011 NLN Center of Excellence in Nursing Education in recognition of the College's sustained achievements in creating environments that promote student learning and professional development.

School of Health Sciences Catalog Addendum

effective February 1, 2012

Important Changes to the School of Health Sciences Catalog, October 2011 Edition

New Areas of Emphasis for the Bachelor of Science in Health Sciences

Revised Information, page 9

Effective February 1, 2012, two new areas of emphasis are available to students enrolled in the Bachelor of Science in Health Sciences program:

Health and Wellness (9 credits)

Three upper-level courses must be completed, each with a minimum grade of C, in order to satisfy the Health and Wellness emphasis requirements.

HSC 402 Managing Stress (example option)

HSC 403 Nutrition for Health and Wellness (example option)

HSC 407 Health and Wellness (required)

Public Health (9 credits)

Three upper level courses must be completed, each with a minimum grade of C, in order to satisfy the Public Health emphasis requirements.

PBH 321 Introduction to Epidemiology (required)

PBH 323 Principles of Public Health (required)

PBH 342 Homelessness: Social and Health Perspectives (example option)

PBH 331 Psychosocial Impact of Chronic Illness on Person and Environment (example option)

PBH 380 The Global Impact of AIDS: Person, Family, Community (example option)

Written English Requirement (WER)

Revised Information, page 4

Students are required to demonstrate competence in expository writing in English by completing one of the following for the associate degree and two of the following for the bachelor's degree.

1. Examination

- Excelsior College® Examination, **ENGx111 English Composition** (fulfills the requirement for associate and bachelor's degrees)
- UExcel® examination, **ENGx110 College Writing** (fulfills the requirement for the associate degrees; partially fulfills the requirement for the bachelor's degrees)
- Advanced Placement (AP) English Examinations (fulfills the requirement for the associate and bachelor's degrees)

Note: Excelsior College does not accept the CLEP General Examination in English Composition with Essay toward this requirement.

2. College coursework: Successful completion of one college course (minimum 3 semester- or four quarter-hour credits; minimum grade of C) from one of the following options for the associate degrees, and from two of the following options for the bachelor's degrees:

- Expository writing courses such as Excelsior College's **ENG 101 English Composition**, **ENG 201 Writing for the Professions**, or **MLS 500 Graduate Research and Writing** (some restrictions apply).

- b. Two institutionally designated writing-intensive, writing-emphasis courses.
- c. Two applied writing courses. The applied writing courses must focus on different applications of the writing process.

Note: Coursework must be from an English-speaking institution. English as a Second Language courses may not be used to satisfy this requirement.

3. Statement of Equivalency: Submission of an official statement from a regionally accredited institution, from which transfer credit is being accepted, verifying satisfactory completion of the student's writing requirement. The statement must reflect whether the institution had a one-course or two-course writing requirement in effect at the time of the student's matriculation.

4. Noncollegiate-sponsored instruction: Successful completion of a noncollegiate-sponsored instructional writing course or program that has been evaluated by either the NYS Board of Regents National College Credit Recommendation Service (formerly National PONSİ) or the American Council on Education Center for Adult Learning and Educational Credentials (ACE CREDIT), and contains a recommendation of at least 3 semester-hour credits for the course; this course must contain an actual assessment of the student's competence in expository writing in English.

A maximum of two semester courses or three quarter courses of credit in English composition/freshman English courses will apply toward degree requirements. Courses or examinations used to fulfill the written English requirement may not be used to satisfy the humanities requirement.

Students who have a bachelor's degree (or higher) from a U.S. regionally accredited college/university are exempt. **Students who enroll on or after July 1, 2012, will no longer be able to apply for this exemption and must complete the written English requirement.**

Programs in Health Sciences

A Message from the Dean

Dear Student:

Congratulations on your decision to continue your education.

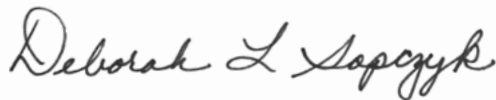
The Excelsior College School of Health Sciences provides many opportunities for health professionals and others interested in entering the health care arena to earn a college degree or certificate. This is an exciting time in health care. Our aging population, health care reform, advances in technology, and initiatives on quality and safety have resulted in tremendous growth within the industry. These new opportunities have increased the demand for a highly skilled and credentialed health care workforce. The time to earn a degree or certificate, or simply update knowledge and skills through an online course, has never been better.

Excelsior College provides a flexible way to progress toward your educational goals while balancing the demands of work and family. That is our goal as an institution. Since 1971, Excelsior College has helped more than 141,000 students achieve their dreams—whether that includes a college degree, a certificate, or personal development. Students within the School of Health Sciences use the convenience and flexibility of Excelsior College online courses and examinations as a key to their success. Combined with the many support services designed for the adult learner that we make available, our courses and examinations make earning a college degree or certificate a reality.

Among other things, this catalog provides a detailed description of the programs and courses offered by the School of Health Sciences. We encourage you to review this catalog and contact us if you have any questions. The faculty, academic advisors, and staff of the School of Health Sciences are committed to helping you achieve your educational goals and welcome the opportunity to work with you.

Thank you for choosing the Excelsior College School of Health Sciences.

Best wishes for your success!

A handwritten signature in black ink, reading "Deborah L. Sopczyk". The signature is written in a cursive style with a large, stylized 'D' and 'S'.

Deborah L. Sopczyk, PhD, RN
Dean, School of Health Sciences

LIMITATIONS

Information in this catalog is current as of October 2011, and is subject to change without advance notice.

CHANGES IN COLLEGE POLICIES, PROCEDURES, AND REQUIREMENTS

The College reserves the right to modify or revise the admission requirements of any program of the College; degree and graduation requirements; examinations, courses, tuition, and fees; and other academic policies, procedures, and requirements. Generally, program modifications and revisions will not apply to currently enrolled students so long as they actively pursue their degree requirements. However, in the event that it is necessary to make program changes for enrolled students, every effort will be made to give notice. It is also the responsibility of students to keep themselves informed of the content of all notices concerning such changes.

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Excelsior College maintains a drug-free workplace and is a drug-free school, as provided by the Federal Drug-Free Schools and Communities Act Amendments of 1989.

Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats upon request. Inquiries should be directed to the Affirmative Action Officer, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

Campus Crime Statistics can be found at the following Web site: <http://ope.ed.gov/security>.

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Important Information for All Students

Student Policy Handbook

The Excelsior College *Student Policy Handbook* is your resource for understanding the academic and administrative policies that are important to your academic success. It includes a wide range of information from important federal policies, including your right to privacy, to grading policies and policies and procedures concerning refunds, withdrawals, and other administrative issues.

It is your responsibility to be familiar with these policies. The term “students” includes those currently matriculated at Excelsior College taking examinations and/or courses, non-matriculated students taking examinations and/or courses, non-matriculated students in the application process, individuals using the OneTranscript® service (formerly Credit Bank), formerly matriculated students currently in withdrawn status, and graduates.

Policies and procedures that apply only to a specific degree program are listed in the appropriate school catalog. You may download a copy of the *Handbook* from our Web site. File your *Handbook* with your other important academic papers and this program catalog for easy reference.

Standardized Testing Participation

Students have a responsibility to participate in standardized tests (an example is the “Proficiency Profile” published by Educational Testing Services) that may be required during the period of their enrollment. These tests may be in addition to regular coursework and are required to gather critical information on achievement of student learning. Students are expected to actively participate and make every effort to do their best on these assessments to produce scores that accurately reflect their abilities. The results from these assessments will not be part of the course grade but are crucial for the purpose of program improvement and are frequently required by regulators and accreditation agencies. Participation in these assessments con-

tributes toward increasing the value of the degree by providing evidence of student learning to external organizations, employers, and the general public.

Excelsior College Web Site

Through the College’s Web site, you have access to a wealth of information to help you succeed as a student. If you haven’t already done so, create a MyExcelsior user account. It will serve as your gateway to a variety of support services and is where you will find up-to-date information tailored to your specific academic program as well as general announcements from the College.

General Education Outcomes for All Undergraduate Degree Programs

Each undergraduate degree program has a strong arts and sciences component designed to help you develop a broad-based understanding of multiple disciplines, provides a breadth of academic experience to enrich your life and allows you to become more informed and engaged as a citizen and a lifelong learner in an increasingly complex and changing world. This arts and sciences component, offered in a delivery model of flexibility, quality, and accessibility that is based on adult learning theory, helps you to integrate knowledge from multiple sources and experiences in diverse ways of knowing. These guiding principles have thus formed the six learning goals for General Education at Excelsior College.

1. **Communication and Oral Expression.** Excelsior students will be able to express themselves effectively in English, both orally and in writing, and with clarity, persuasiveness, and coherence using standard conventions of English.
2. **Mathematics and Scientific Method.** Excelsior students will utilize scientific reasoning and basic mathematical calculations in problem solving in their public discourse.

3. **Information Literacy.** In this age of information proliferation due to rapid technological advances, students will have to learn to discern information critically. They will have to learn to identify the amount and type of information needed, to understand where to locate, effectively access that information, evaluate the source of the information, and use it as per legal and ethical considerations.
4. **Human Thought and Creativity.** Excelsior students will be able to explain, interpret, critique, create, or perform works of human creativity at an informed level.
5. **Diversity and Global Understanding.** Excelsior students will have an understanding and appreciation of the complexities of diversity and will be able to interact effectively with people from backgrounds and cultures different from their own. They will have gained a global perspective that is grounded in the issues, trends, and opportunities that connect nations and communities around the world. They will challenge their own sense of “self” vis-à-vis an understanding of those with different thoughts, beliefs, traditions, behaviors, and understandings.
6. **Social Responsibility and Civic Engagement.** Excelsior students will acknowledge the importance of social responsibility and civic engagement and the behaviors that support these beliefs.

For more information on the General Education goals and outcomes please visit:

www.excelsior.edu/gened

Technology Literacy

Excelsior College Definition of Technology Literacy [Based on State Educational Technology Directors Association (SETDA)]

Excelsior College defines technology literacy as the ability to identify and responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create

information to improve learning. This will facilitate the ability to acquire new knowledge for lifelong learning in the 21st-century global workplace.

Baseline Technology Skills and Resources

1. Prior to being admitted to Excelsior College, all students should be knowledgeable in the use of a personal computer (Windows or Macintosh). Entering students should have the ability to
 - use a personal computer,
 - use office automation programs to create, edit, store and print documents,
 - use electronic communication tools, and
 - search and retrieve information from electronic resources to complete assignments and activities.
2. Students must have reliable access to a computer with Internet connectivity.
3. Student's computer and operating system must meet the minimal technical requirements as noted in the Excelsior College Computer System Requirements (www.excelsior.edu/system-requirements).
4. Students must be able to utilize required software applications.
5. Students need to utilize the Excelsior College Web site to access information, resources, and the Message Center, and to participate in activities. See the Excelsior College Electronic Use policy (www.excelsior.edu/electronic-use-policy).
6. Students are required to conduct themselves appropriately and professionally at all times, including online.

About Test Preparation and Tutorial Services

The College offers Excelsior College® Examinations designed to help you advance your academic objectives through independent study. A variety of learning resources including content guides, guided learning materials, and practice tests are available directly from Excelsior. These resources are prepared by Excelsior College so you can be assured that they are current and cover the content you are expected to master for the examinations. Along with your own desire to learn, these resources are usually all that you need to help you succeed.

Some students may seek additional assistance or may be contacted by tutorial firms and test-preparation companies offering their own products and services. The College is not affiliated with any of these firms and does not endorse the products or services of any of these vendors since we do not review their materials for content or compatibility with Excelsior College Examinations.

To help you become a well-informed consumer we suggest, before you make any purchase decision regarding study materials provided by organizations other than Excelsior College, that you consider the points outlined on our Web site.

www.excelsior.edu/testprep



www.excelsior.edu

**www.excelsior.edu/
MyExcelsior**

Important: It is important for you to keep us informed of your current contact information, so we can reach you. You can update your address, phone numbers, fax number and email preference on our Web site, through your MyExcelsior user account, or you can call us with this information.

The Excelsior College School of Health Sciences

Mission Statement

The mission of the Excelsior College School of Health Sciences is to provide distance education opportunities for health and human services professionals through flexible programs of study that reflect current and emerging trends, innovative practices, and global perspectives.

This mission will be accomplished by:

- providing both disciplinary-specific and interdisciplinary certificate, undergraduate, and graduate degree programs that foster a spirit of inquiry, interdisciplinary collaboration, and commitment to excellence in practice.
- offering curricula that promote culturally competent care and high quality outcomes.
- responding creatively to workforce needs for health and human services professionals.
- promoting and maintaining best practices in distance education and competency-based evaluation.
- providing access for individuals who reside in medically and educationally underserved areas.

Admission Requirements

All degree programs in the School of Health Sciences are open-enrollment; however, in order to enroll, each student must submit an undergraduate application to the College. When submitting the application, include all applicable documents, such as official transcripts, military documents, score reports, and copies of licenses that may qualify for credit toward your degree.

Licenses and Certifications Approved for Credit in the School of Health Sciences

License or Certification	Maximum Credit	Required
Licensed Radiographic Technologist (Rad Tech)	32	State License
Licensed Radiation Therapist	32	State License
Licensed Nuclear Medicine Technologist	32	State License
Licensed Massage Therapist (LMT)	26	State License
Licensed Practical Nurse (LPN)	26	State License
Licensed Registered Nurse (RN)	30	State License
Certified Pharmacy Technician (Pharm Tech)	24	Certification Card from the National Pharmacy Technician Certification Board (PTCB)



The Excelsior College School of Health Sciences offers the following programs:

- Bachelor of Science in Health Sciences
 - Bachelor of Science in Health Care Management
 - Bachelor of Science in Health Care Management to Master of Business Administration (dual degree track program)
 - Undergraduate Certificate in End of Life Care
 - Undergraduate Certificate in Health Care Management
 - Graduate Certificate in Health Care Informatics
-

Your Personalized MyExcelsior Account:

www.excelsior.edu/MyExcelsior

Admissions: toll free 888-647-2388, ext. 27

School of Health Sciences Advising Team:

toll free 888-647-2388, ext. 137

www.excelsior.edu/MessageCenter (enrolled students only)

College Publications, Applications, and Forms:

www.excelsior.edu/publications

Student Policy Handbook:

www.excelsior.edu/StudentPolicyHandbook

Fee Schedules, Financial Aid, and Scholarships:

www.excelsior.edu/fees

www.excelsior.edu/FinancialAid

www.excelsior.edu/scholarships

Excelsior College Learning Resources:

www.excelsior.edu/library

www.excelsior.edu/bookstore

www.excelsior.edu/MyExcelsior, click on the Resources tab

Student Online Success Guide:

www.excelsior.edu/SuccessGuide

Excelsior College Online Writing Lab (OWL):

www.excelsior.edu/OWL

Free Writing Resources:

Online Software Skills Training through Atomic Learning

(Excelsior course and exam registrants only),

Online Tutoring Services through SMARTHINKING™

(Excelsior College® Examinations registrants only)

www.excelsior.edu/MyExcelsior, click on the Resources tab

Excelsior College Community Resources:

www.excelsior.edu/MyExcelsior, click on Communities tab

Bachelor's Degree Programs in Health Sciences

Our flexible, online health sciences programs allow students the opportunity to earn their degree while balancing work and family responsibilities. Along with a generous policy on transfer credit, students can use Excelsior College online courses, Excelsior College® Examinations, and other approved credit sources to complete degree requirements.

Choose from

- a Bachelor of Science in Health Sciences with area of emphasis in management, health education, gerontology, or end of life care;
- a Bachelor of Science in Health Care Management for those specifically interested in moving into the management side of health care;
- or the dual degree, Bachelor of Science in Health Care Management to Master of Business Administration, which offers the option of completing both degrees together, developing managerial knowledge and skills necessary to meet the increasing business demands of today's health care arena.

Requirements for *All* Degree Programs

Written English Requirement (WER)

Students are required to demonstrate competence in expository writing in English by completing one of the following for the associate degree and two for the bachelor's degree:

1. Examination: Successful completion of an approved college-level proficiency examination such as:

- Excelsior College® Examinations (ECE), **ENGx111 English Composition**
- UExcel® College Writing examination
- Advanced Placement (AP) English Examinations

Note: *Excelsior College does not accept the CLEP General Examination in English Composition with Essay toward this requirement.*

2. College coursework: Successful completion of one college course for the associate degree or two college courses for the bachelor's degree (minimum three semester- or four quarter-hour credits; minimum grade of C) from one of the following options:

- One-semester expository writing course such as Excelsior College's **ENG 101 English Composition**, **ENG 201 Writing for the Professions**, or **MLS 500 Graduate Research and Writing** (some restrictions apply).
- Two institutionally designated writing-intensive, writing-emphasis courses.
- Two applied writing courses. The applied writing courses must focus on different applications of the writing process.

Note: *Coursework must be from an English-speaking institution. English as a Second Language courses may not be used to satisfy this requirement.*

3. Statement of proficiency: Submission of an official statement from a regionally accredited institution from which transfer credit is being accepted, verifying satisfactory completion of the student's writing requirement.

4. Noncollegiate-sponsored instruction:

Successful completion of a noncollegiate-sponsored instructional writing course or program that has been evaluated by either the NYS Board of Regents National Program on Non-collegiate Sponsored Instruction (National PONSII) or the American Council on Education Center for Adult Learning and Educational Credentials (ACE CREDIT), and contains a recommendation of at least three semester-hour credits for the course. This course must contain an actual assessment of the student's competence in expository writing in English.

A maximum of six semester hours of credit in English composition/freshman English courses will apply toward degree requirements. Courses or examinations used to fulfill the written English requirement may not be used to satisfy the humanities requirement. Students who have a bachelor's degree (or higher) from a U.S. regionally accredited college/university are exempt.

Following are examples of one-semester courses (3 semester hours) that may apply toward the written English requirement:

English Composition	Introduction to Writing
Thesis Writing	College Writing
Freshman Composition	Expository Writing
Effective Writing	

Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. The standards, performance indicators, and outcomes for this requirement were selected from the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education. Competency will be assessed through a one-credit pass/fail course offered online by Excelsior College

[INL 102 Information Literacy] or through successful completion of a course taken at a regionally accredited college covering comparable content.

The information literate student will be able to

- determine the nature and extent of the information needed.
- access needed information effectively and efficiently.
- evaluate information and its sources critically.
- incorporate selected information into their knowledge base and value system.
- understand many of the economic, legal, and social issues surrounding the use of information.
- access and use information ethically and legally.

Students seeking additional information should check the Excelsior College Web site or consult with their academic advising team.

Quantitative Reasoning Requirement

Students seeking a bachelor's degree must complete a minimum of 2 semester hours in quantitative reasoning with a minimum grade of C. For health sciences degrees, this requirement is fulfilled by the statistics requirement.

Humanities Requirement

Students seeking a bachelor's degree must complete a minimum of 2 semester hours in the humanities with a minimum grade of C. For health sciences degrees, this requirement is fulfilled by the ethics requirement.

Program Planning

There is no time limit on arts and sciences examinations or courses submitted for transfer credit. Credit earned at regionally accredited, degree-granting institutions or through approved examination programs, for which official transcripts are available, will be evaluated regardless of when they were completed.

You should plan carefully and consult with your academic advisor about the examinations and courses that will fulfill your degree requirements. We recommend that you obtain prior approval from your advisor before registering for an examination or course to ensure it will apply toward your degree. To obtain prior approval, simply submit the name and location of the institution, the course number, and course title to your advisor via the message center. In most cases, advisors are able to acquire the course description, however, in cases where they cannot, or more detailed information is needed to make a decision, the student will need to furnish the information.

An advisor can give tentative approval by phone if the course appears to meet requirements, but final approval will not be sent until the catalog description is verified.

When choosing courses to meet the arts and sciences requirements, consider those that fit into your future plans. If a graduate program is part of that plan, consult the admissions office at the graduate school(s) you are considering and discuss requirements and policies; request information for further review and comparison. Think about completing one or more courses at the upper-division level that could be transferred to a graduate program. Be sure to consult with your Excelsior academic advisor to determine the applicability of such courses to your bachelor's degree program.

Bachelor of Science in Health Sciences Degree

The Bachelor of Science in Health Sciences degree program is designed to meet the educational needs of health care workers seeking a bachelor's degree. This program affords students an opportunity to apply credits already earned toward an associate or bachelor's degree to acquire a credential needed for graduate school admission, promotion, job expansion, and job mobility. The curriculum will not only provide students with a broad background in health, the health care system, and the arts and sciences, it will also give them an opportunity to develop knowledge and skills in one of the four areas of emphasis—management, health education, gerontology, or end of life care.



Baccalaureate
Degree Programs

Important Note: You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect current professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

Program Outcomes

At completion of the program, the graduate will be able to:

1. Demonstrate leadership skills within organizations and evolving health care systems.
2. Identify and evaluate evidence to guide decision making.
3. Use a systematic approach and higher order thinking in responding to health care issues and societal needs.
4. Integrate knowledge of culture and an appreciation for diversity in planning and evaluating health care.
5. Implement evolving technologies in the planning, implementation, and evaluation of health care.
6. Incorporate multiple strategies of communication to establish collaborative relationships with clients, members of the multidisciplinary team, and other stakeholders.
7. Analyze legal, ethical, and policy issues within health care delivery systems.
8. Implement specialized knowledge and skills in the management and delivery of health care services.
9. Demonstrate a commitment to lifelong learning in pursuit of excellence in the practice of a health care profession.

Note: Throughout this catalog the term “credits” is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

CHART 1

Bachelor of Science in Health Sciences

Total Degree Credits Required: 120

BS

Arts and Sciences Component

Credit Hours

Written English Requirement

6

Humanities Requirement

must include 2 credits in ethics

9

Social Sciences Requirement

9

Math/Natural Sciences Requirement

must include 2 credits in statistics and 2 credits in the natural sciences

9

Arts and Sciences Electives

27

Total Arts and Sciences

60

Health Sciences Component

Credit Hours

Health Sciences Core

HSC 310 Writing & Communication in the Health Science Professions

3

HSC 320 Health Care Issues in Culturally Diverse Populations

3

HSC 365 Research for Evidence-Based Practice

3

HSC 431 Introduction to Health Care Delivery Systems

3

HSC 445 Introduction to Health Care Informatics

3

Total Health Sciences Core

15

Health Sciences Area of Emphasis

(Management, Health Education, Gerontology, or End of Life Care)

9

Information Literacy

1

Health Sciences Elective Credit

32

HSC 464 Health Sciences Capstone

3

Total Health Sciences

60

Bachelor of Science in Health Sciences Degree Requirements

The Bachelor of Science in Health Sciences degree requires a total of **120** credits including **60** in arts and sciences and **60** in health sciences.

Arts and Sciences Component

60 credits

The study of the arts and sciences is an essential part of preparation for professional practice in that it contributes both knowledge and an intellectual approach to problem solving. The arts and sciences requirements ensure that the student will develop college-level competence in the areas of the humanities, social sciences/history, and natural sciences/math.

- 1. Written English Requirement:** A minimum of 6 credits are required in expository writing, which may be at the freshman level. (See the written English requirement section on page 4 for specific details.)
- 2. Humanities:** A minimum of 9 credits must be earned in the humanities. The humanities include subjects such as art, literature, ethics, philosophy, religion, theatre, speech, and foreign languages. Within the 9 credits, 2 must be in ethics with a minimum grade of C earned.
- 3. Social Sciences/History:** A minimum of 9 credits must be earned in the social sciences/history field. The social sciences include subjects such as geography, economics, cultural anthropology, political science, sociology, and psychology.

4. Natural Sciences/Mathematics: A minimum of 9 credits must be earned in the natural sciences/math distribution. A minimum of 2 credits is required in natural sciences subjects (biology, chemistry, physics, etc.) to meet the general education requirements. A minimum of 2 credits in statistics with a minimum grade of C is required to fulfill the core requirement. Statistics courses are typically offered by either a mathematics or social sciences department and include commonly used descriptive and inferential statistical measures. The purpose of this requirement is to help students become more thoughtful consumers of research findings.

5. Arts and Sciences Electives: The remaining 27 credits may be distributed among the arts and sciences areas of the humanities, social sciences/history, and natural sciences/mathematics.

Health Sciences Component

60 credits

The Health Sciences component provides students with a strong foundation in the health care field and allows the flexibility to choose an area of emphasis in order to develop skills and knowledge in a specific area.

The Health Sciences component is comprised of

- 15 credits of health sciences core courses,
- 9 credits in an area of emphasis,
- 3 credits in the Health Sciences Capstone,
- 1 credit for Information Literacy, and
- 32 credits in health sciences electives.

Health Sciences Core (15 credits)

Bachelor of Science in Health Sciences students must complete all five courses with a minimum grade of C in each in order to satisfy the core requirement.

HSC 310	Writing and Communication in the Health Science Professions	3 credits
HSC 320	Health Care Issues in Culturally Diverse Populations	3 credits
HSC 365	Research for Evidence-Based Practice	3 credits
HSC 431	Introduction to Health Care Delivery Systems	3 credits
HSC 445	Introduction to Health Care Informatics	3 credits

Area of Emphasis (9 credits each)

Bachelor of Science in Health Sciences students must select at least *one* of the following four areas of emphasis.

Health Education Emphasis (9 credits)

The following three courses must be completed with a minimum grade of C in each in order to satisfy the Health Education emphasis requirements:

HSC 413	Principles of Teaching and Learning	3 credits
HSC 424	Health Care Education: Methods and Strategies	3 credits
HSC 434	Health Literacy Issues and Solutions	3 credits

Gerontology Emphasis (9 credits)

The following three courses must be completed with a minimum grade of C in each in order to satisfy the Gerontology emphasis requirements:

HSC 416	Introduction to Gerontology: Physical, Psychological, and Social Aspects of Aging	3 credits
HSC 426	Gerontology: Social Policy & Aging	3 credits
HSC 436	Gerontology: Provision of Services to an Older Adult Population	3 credits

Management Emphasis (9 credits)

The following three courses must be completed with a minimum grade of C in each in order to satisfy the Management emphasis requirements:

HSC 414	Budget and Finance in Health Care Organizations	3 credits
HSC 418	Management of Human Resources in Health Care Organizations	3 credits
HSC 440	Leadership and Management in Health Care Seminar	3 credits

End of Life Care Emphasis (9 credits)

Any three of the following seven courses must be completed with a minimum grade of C in each in order to satisfy the End of Life Care emphasis requirements:

HSC 380	The Global Impact of AIDS: Person, Family, Community	3 credits
HSC 406	Principles and Concepts in End of Life Care	3 credits
HSC 408	Death, Dying and Bereavement	3 credits
HSC 410	Symptom Management in End of Life Care	3 credits
HSC 411	Case Management in End of Life Care	3 credits
HSC 420	Spirituality in Life Transitions	3 credits
HSC 415	Multidisciplinary Wound Care	3 credits

Health Sciences Electives (32 credits)

Applicable health science elective credit includes coursework from fields such as: radiology, dental hygiene, cardiovascular technology, pharmacy technology, nursing, medical laboratory technology, etc.

Additionally, health sciences elective credit may be awarded for faculty approved licenses and certification. The School of Health Sciences regularly reviews other licenses and certifications in various areas of health care for which health sciences elective credit may be awarded. For more specific information, see the list of approved licenses and certifications on page 1.

Health Sciences Elective Courses

There are a number of Excelsior College health science courses that can apply as health science elective credit. Students should consult with their academic advisors regarding the options. Listed below are some examples.

HSC 112 Medical Terminology	3 credits
HSC 220 Spanish Communications for Health Science Professionals	4 credits
HSC 280 Biology in Health and Disease	3 credits
HSC 290 Healing Therapies: Ancient Wisdom in Modern Times	3 credits
HSC 409 Managing Stress in Today's Changing World	3 credits
HSC 438 Leadership and Change	3 credits

Information Literacy (1 credit)

At least 1 credit must be earned in information literacy. Excelsior College's **INL 102 Information Literacy** fulfills this requirement.

Health Sciences Capstone (3 credits)

HSC 464 Health Sciences Capstone must be completed at Excelsior College with a minimum grade of C. To be eligible for the Capstone, students must have all other health science requirements (core, concentration, information literacy, and elective) complete and be within 9 credits of completing the arts and sciences component (including having completed the written English requirement).

HSC 464 Health Science Capstone **3 credits**

Course/Exam Approval (enrolled students only):

www.excelsior.edu/MessageCenter

Excelsior College Course Information and Registration:

www.excelsior.edu/courses

toll free 888-285-8648, ext. 4

See pages 26-34 in this catalog for

School of Health Sciences course descriptions.

Excelsior College Exams Information and Registration:

www.excelsior.edu/exams

School of Health Sciences Advising Team:

toll free 888-647-2388, ext. 137

www.excelsior.edu/MessageCenter (enrolled students only)

Excelsior College Learning Resources:

www.excelsior.edu/library

www.excelsior.edu/bookstore

www.excelsior.edu/MyExcelsior, click on the Resources tab

Free Writing Resources:

Online Software Skills Training through Atomic Learning

(Excelsior course and exam registrants only),

Online Tutoring Services through SMARTHINKING™

(Excelsior College® Examinations registrants only)

www.excelsior.edu/MyExcelsior, click on the Resources tab

Excelsior College Community Resources:

www.excelsior.edu/MyExcelsior, click on Communities tab

Bachelor of Science in Health Care Management

The Bachelor of Science in Health Care Management is a **120**-credit program designed to meet the needs of adult learners interested in moving into health care management. This program is comprised of coursework that will prepare individuals to meet the increasing business demands of today's health care arena by developing the knowledge and skills associated with health care management. The curriculum includes core courses in business, health care management, and others supportive of the health care manager role. This program offers a dual degree option, allowing students to complete their Bachelor of Science and Master of Business Administration (MBA) together.



Important Note: You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect current professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

BS

Baccalaureate
Degree Programs

Program Outcomes

At completion of the program, the graduate will be able to:

1. Use theories of leadership and organizational behavior to define and implement management practices in health care settings.
2. Apply principles of budgeting and finance to effectively plan and manage resources within a health care organization.
3. Use knowledge of health and illness, health care systems and health care consumers to guide decision making and promote quality within health care environments.
4. Implement the manager role using a legal and ethical framework.
5. Incorporate multiple strategies of communication to establish collaborative relationships with members of the leadership team and other stakeholders.
6. Use evidence based practice to guide human resource, clinical and administrative decisions.
7. Manage a diverse workforce in providing health care for an increasingly heterogeneous population.
8. Demonstrate a commitment to lifelong learning in pursuit of excellence in managing and leading within the health care environment.

Note: Throughout this catalog the term "credits" is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

CHART 2

Bachelor of Science in Health Care Management

Total Degree Credits Required: 120

BS

Arts and Sciences Component

	Credit Hours
Written English Requirement	6
Humanities Requirement <ul style="list-style-type: none"> ■ Business Ethics (UL) ■ Electives (6 credits) 	9
Social Sciences Requirement <ul style="list-style-type: none"> ■ Microeconomics ■ Macroeconomics ■ Electives (3 credits) 	9
Math/Natural Sciences Requirement <ul style="list-style-type: none"> ■ Statistics ■ Electives (6 credits) must include a minimum of 2 credits in the natural sciences 	9
Arts and Sciences Electives	27
Total Arts and Sciences Credit	60

Additional Credit Component

	Credit Hours
HSC 112 Medical Terminology	3
Information Literacy	1
Other College-level Credit	11
Total Additional Credit Component	15

Professional Component

	Credit Hours
Business Core <ul style="list-style-type: none"> ■ Accounting ■ Principles of Management ■ Research (UL) ■ Human Resources Management ■ Marketing 	15
Health Care Management Core <p>HSC 301 Foundations of Health Care Management (UL)</p> <p>HSC 305 Critical Issues in Health Care Management (UL)</p> <p>HSC 310 Writing and Communication in the Health Science Professions (UL)</p> <p>HSC 330 The Legal & Regulatory Environment of Health Care (UL)</p> <p>HSC 404 Organizational Behavior and Theory in Health Care (UL)</p> <p>HSC 414 Budget and Finance in Health Care Organizations (UL)</p> <p>HSC 450 Economics of Health Care (UL)</p>	21
Business or Health Care Electives	6
Total Health Sciences	42
Capstone	Credit Hours
HSC 470 Health Care Management Capstone	3

Bachelor of Science in Health Care Management Degree Requirements

The Bachelor of Science in Health Care Management degree requires a total of **120** credits to include **60** in the arts and sciences, **15** in the additional credit component, **42** in the professional component, and a **3**-credit capstone course.

Arts and Sciences Component

60 credits

1. English Composition

A minimum of 6 credits must be earned in English composition using approved examinations and/or courses. See the written English requirement explanation on page 4 for additional information.

2. Humanities

- A minimum of 3 credits must be earned in business ethics with a minimum grade of C.
- A minimum of 6 credits must be earned in other humanities subjects such as art, literature, ethics, philosophy, religion, theatre, speech, and foreign languages.

3. Social Sciences/History

- A minimum of 3 credits must be earned in microeconomics with a minimum grade of C.
- A minimum of 3 credits must be earned in macroeconomics with a minimum grade of C.
- A minimum of 3 credits must be earned in other social science/history subjects including geography, economics, cultural anthropology, political science, sociology, and psychology.

4. Natural Sciences/Math

- A minimum of 3 credits must be earned in statistics with a minimum grade of C.
- A minimum of 2 credits must be earned in the natural sciences (biology, chemistry, physics, etc.).
- A minimum of 4 credits must be earned in natural sciences/math. Subjects comprising this category include topics in biology, chemistry, mathematics, genetics, and physics.

5. Arts and Sciences Electives

An additional 27 credits must be completed in the arts and sciences areas of the humanities, social sciences/history, or natural sciences/math. Students may distribute these credits across the arts and sciences subjects in any fashion.

Additional Credit Component

15 credits

1. Medical Terminology

A minimum of 3 credits must be earned in medical terminology. Students who have an associate degree or higher in a health sciences field will be awarded 3 credits for medical terminology.

Course/Exam Approval (enrolled students only):
www.excelsior.edu/MessageCenter

Excelsior College Course Information and Registration:
www.excelsior.edu/courses
toll free 888-285-8648, ext. 4
See pages 26-34 in this catalog for School of Health Sciences course descriptions.

Excelsior College Exams Information and Registration:
www.excelsior.edu/exams

School of Health Sciences Advising Team:
toll free 888-647-2388, ext. 137
www.excelsior.edu/MessageCenter (enrolled students only)

Excelsior College Learning Resources:
www.excelsior.edu/MyExcelsior, click on the Resources tab

Excelsior College Community Resources:
www.excelsior.edu/MyExcelsior, click on Communities tab

BS

Baccalaureate
Degree Programs

nology. Students who present a state-issued license as a registered nurse or a practical nurse will also be awarded 3 credits in medical terminology to fulfill this requirement.

2. Information Literacy

A minimum of 1 credit must be earned in information literacy. See the information literacy requirement explanation appearing earlier in this catalog for more information. (Excelsior College **INL 102 Information Literacy** may be used to fulfill this requirement.)

3. Other College-Level Credit

A minimum of 11 credits must be earned in other college-level credit. This essentially is an elective area that can be fulfilled with additional arts and sciences credits or applied professional credits.

Professional Component

42 credits

1. Business Core

Courses applied towards the business core must have been completed within twenty years of the student's academic policy date. Three credits in each of the following subjects must be earned with minimum grades of C.

- Accounting
- Principles of Management
- Research
- Human Resources Management.
- Marketing

2. Health Care Management Core

Three upper-level credits in each of the following subjects must be earned with minimum grades of C.

- Foundations of Health Care Management (Excelsior College **HSC 301** may be used to fulfill this requirement.)
- Critical Issues in Health Care Management (Excelsior College **HSC 305** may be used to fulfill this requirement.)
- Writing and Communication in the Health Science Professions (Excelsior College **HSC 310** may be used to fulfill this requirement.)
- Legal and Regulatory Environment of Health Care (Excelsior College **HSC 330** may be used to fulfill this requirement.)
- Organizational Behavior and Theory in Health Care (Excelsior College **HSC 404** may be used to fulfill this requirement.)
- Budget and Finance in Health Care Organizations (Excelsior College **HSC 414** may be used to fulfill this requirement.)
- Economics of Health Care (Excelsior College **HSC 450** may be used to fulfill this requirement.)

3. Business or Health Care Electives

An additional 6 credits must be completed in business or health care electives.

The Capstone

3 credits

HSC 470 Health Care Management Capstone must be completed at Excelsior College with a minimum grade of C. To be eligible for the Capstone, students must have completed all other requirements of the Professional and Additional Credit Components as well as be within 9 credits of completing the Arts and Sciences Component (including having completed the written English requirement).

Bachelor of Science in Health Care Management Degree to Master of Business Administration Degree

Dual Degree Track

The BS/MBA program is offered in conjunction with the School of Business & Technology. The dual degree track requires a total of **147** credits. Students earn the bachelor's degree by completing **60** credits in the arts and sciences component, **36** credits in the professional component, and **15** credits in the additional credit component. Students achieve graduate status after completion of the **9**-credit bridge component. The **27**-credit graduate course component completes the master's degree requirements.



Important Note: You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect current professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

Program Outcomes

At completion of the program, the graduate will be able to:

1. Use theories of leadership and organizational behavior to define and implement management practices in health care settings.
2. Apply principles of budgeting and finance to effectively plan and manage resources within a health care organization.
3. Use knowledge of health and illness, health care systems and health care consumers to guide decision making and promote quality within health care environments.
4. Implement the manager role using a legal and ethical framework
5. Incorporate multiple strategies of communication to establish collaborative relationships with members of the leadership team and other stakeholders.
6. Use evidence based practice to guide human resource, clinical and administrative decisions.
7. Manage a diverse workforce in providing health care for an increasingly heterogeneous population.
8. Demonstrate a commitment to lifelong learning in pursuit of excellence in managing and leading within the health care environment

Note: Throughout this catalog the term "credits" is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

Upon successful completion of the Excelsior College MBA program, the graduate will be able to:

1. Analyze real-world business problems and generate recommendations for action.
2. Integrate accounting, marketing, finance, management and economics into a strategic business analysis.
3. Assess the impact of the global business environment on business situations.
4. Apply quantitative methods to analysis of business situations.
5. Perform ethically and professionally in business and society.
6. Communicate effectively to relevant audiences in written materials.
7. Collaborate in teams to produce required deliverables.
8. Apply project management skills to business situations.
9. Assess the ethical implications of actions for diverse stakeholders.

Course/Exam Approval (enrolled students only):
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www.excelsior.edu/MessageCenter (enrolled students only)

Excelsior College Learning Resources:

www.excelsior.edu/MyExcelsior, click on the Resources tab

Excelsior College Community Resources:

www.excelsior.edu/MyExcelsior, click on Communities tab

Dual Degree Track Requirements

Arts and Sciences Component

60 credits

1. English Composition

A minimum of 6 credits must be earned in English composition using approved examinations and/or courses. See the written English requirement explanation on page 4 for additional information.

2. Humanities

- a. A minimum of 3 credits must be earned in business ethics with a minimum grade of B.
- b. A minimum of 6 credits must be earned in other Humanities subjects such as art, literature, ethics, philosophy, religion, theatre, speech, and foreign languages.

3. Social Sciences/History

- a. A minimum of 3 credits must be earned in microeconomics with a minimum grade of C.
- b. A minimum of 3 credits must be earned in macroeconomics with a minimum grade of C.
- c. A minimum of 3 credits must be earned in other social science/history subjects including geography, economics, cultural anthropology, political science, sociology, and psychology.

4. Natural Sciences/Math

- a. A minimum of 3 credits must be earned in statistics with a minimum grade of C.
- b. A minimum of 3 credits must be earned in quantitative analysis with a minimum grade of B.
- c. A minimum of 3 credits must be earned in natural sciences. Subjects comprising this category include topics in biology, chemistry, genetics, and physics.

5. Arts and Sciences Electives

An additional 27 credits must be completed in the arts and sciences areas of the humanities, social sciences/history, or natural sciences/math. Students may distribute these credits across the arts and sciences subjects in any fashion.

Additional Credit Component

15 credits

1. Medical Terminology

A minimum of 3 credits must be earned in medical terminology. Students who have earned an associate degree or higher in a health sciences field will be awarded 3 credits for medical terminology. Students presenting a state-issued license as a registered nurse or practical nurse will also be awarded 3 credits in medical terminology to fulfill this requirement.

2. Information Literacy

A minimum of 1 credit must be earned in information literacy. See the information literacy requirement explanation on page 10 for more information.

3. Other College-Level Credit

A minimum of 11 credits must be earned in other college-level credit. This essentially is an elective area that can be fulfilled with additional arts and sciences credits or applied professional credits.

Professional Component

36 credits

1. Business Core

Three credits in each of the following subjects must be earned with minimum grades of C:

- Accounting
- Principles of Management

- Research (must be upper level)
- Human Resources Management
- Marketing (See related note in Business or Health Care Electives below.)

2. Health Care Management Core

Three upper-level credits in each of the following subjects must be earned with minimum grades of C unless otherwise noted:

- Foundations of Health Care Management
- Critical Issues in Health Care Management
- Legal and Regulatory Environment of Health Care
- Organizational Behavior and Theory in Health Care – **minimum grade of B required**
- Budget and Finance in Health Care Organizations
- Economics of Health Care

3. Business or Health Care Electives

An additional 6 credits must be completed in business or health care electives including 3 credits in advanced marketing with a minimum grade of B if the marketing in the business core is not advanced.

Bridge Component

9 credits

1. Business Communications—Graduate Level

(Excelsior College **BUS 501 Business Communications** may be used to fulfill this requirement.)

2. Global Business Environment—Graduate Level

(Excelsior College **BUS 502 Global Business Environment** may be used to fulfill this requirement.)

3. Finance—Upper Level Undergraduate **OR** Graduate Level

(Excelsior College **BUS 350** or **BUS 505** may be used to fulfill this requirement.) Minimum grade of B required.

Graduate Course Component

27 credits

- 1. Accounting for Managers**
(Excelsior College **BUS 500** may be used to fulfill this requirement.)
- 2. Human Resources Management**
(Excelsior College **BUS 504** may be used to fulfill this requirement.)
- 3. Operations Management**
(Excelsior College **BUS 520** may be used to fulfill this requirement.)
- 4. Leadership/Change Management**
(Excelsior College **BUS 552** or **BUS 554** may be used to fulfill this requirement.)
- 5. Information Technology or Informatics and the Health Care Delivery System**
(Excelsior College **BUS 570** or **HINF 522** may be used to fulfill this requirement.)
- 6. Approved Electives**
(9 credits)*
- 7. Strategy and Policy Capstone**
(Excelsior College **BUS 511** may be used to fulfill this requirement.)

Policies Specific to the BS to MBA Dual Degree Program

The Excelsior College Student Policy Handbook is your resource for understanding the academic and administrative policies that are important to your academic success. It includes a wide range of information from important federal policies, including your right to privacy, to grading policies and policies and procedures concerning refunds, withdrawals, and other administrative issues. It is your responsibility to be familiar with these policies.

Policies and procedures that apply specifically to the associate degrees in nursing are listed below. File your handbook with your other important academic papers and this program catalog for easy reference.

BS/MBA

- Minimum grades of B are required for each of the five MBA foundational courses (Business Ethics, Quantitative Analysis, Organizational Behavior and Theory in Health Care, Advanced Marketing, and Finance).
- Minimum grades of C are required in each of the courses comprising the business and health care management core areas unless otherwise noted.
- Students must be within ten credits of completing the undergraduate component in order to enroll in the bridge courses.
- A minimum grade point average (GPA) of 2.0 is required to move forward with the graduate course component.
- Students achieve graduate status upon successful completion of all undergraduate requirements including the bridge courses and associated minimum grade requirements.
- Students must achieve graduate status in order to move forward with the graduate component courses.
- A minimum GPA of 3.0 is required of all MBA courses for graduation.

* Students electing an MBA concentration may utilize those credits to fulfill the elective requirement.

CHART 3

Bachelor of Science in Health Care Management to Master's in Business Administration—Dual Degree Track

Total Degree Credits Required: 147

BS to MBA

Baccalaureate Phase

Arts and Sciences Component

Credit Hours

Written English Requirement

6

Humanities Requirement

- Business Ethics (UL) (F)
- Electives (6 credits)

9

Social Sciences Requirement

- Microeconomics
- Macroeconomics
- Electives (3 credits)

9

Math/Natural Sciences Requirement

- Statistics
- Quantitative Analysis (UL) (F)
- Electives (3 credits) Must include a minimum of 2 credits in natural sciences subjects.

9

Arts and Sciences Electives

27

Total Arts and Sciences Credit

60

Additional Credit Component

Credit Hours

HSC 112 Medical Terminology

3

Information Literacy

1

Other College-level Credit

11

Total Additional Credit

15

Professional Component

Credit Hours

Business Core

- Accounting
- Principles of Management
- Research (UL)
- Human Resources Management
- Marketing

15

Health Care Management Core

HSC 301 Foundations of Health Care Management (UL)

HSC 305 Critical Issues in Health Care Management (UL)

HSC 330 The Legal & Regulatory Environment of Health Care (UL)

HSC 404 Organizational Behavior and Theory in Health Care (UL) (F)

HSC 450 Economics of Health Care (UL)

15

Business or Health Care Electives

Must include 3 credits in advanced marketing (if marketing above is not) (F)

6

Total Professional Credit

36

Bridge Component

Credit Hours

MBA requirements; credits apply toward the BS

BUS 501: Business Communications

BUS 502: Global Business Environment

Finance (Undergraduate **BUS 350** or Graduate **BUS 505**) (UL) (F)

9

Total Bridge Credit

9

Graduate Status Achieved

Students achieve graduate status upon completion of the bridge component and all other undergraduate requirements.

Graduate Course Component

Credit Hours

BUS 500 Accounting for Managers

BUS 504 Human Resources Management

BUS 520 Operations Management

BUS 552 Leadership **or**

BUS 554 Change Management

BUS 570 Information Technology **or**

HINF 522 Informatics and the Health Care Delivery System

Electives (9 approved or concentration credits)

BUS 511 Strategy and Policy (Capstone)

27

Total Graduate Credit

27

(F) = One of five foundation courses required for MBA; minimum grade of B required

(UL) = Upper level

Certificate Programs in Health Sciences

Choosing a Certificate Program

Certificate programs provide the opportunity to gain expertise in a particular field of study by concentrating on core elements within an accelerated framework. The career benefits from obtaining a certificate include, but are not limited to promotion, salary increases, employee recognition or simply personal achievement.

Our certificate programs can be completed in a relatively short period of time, therefore, for some, this approach may prove more practical and time efficient than a full degree program. Certificate programs are also a great way to help determine whether going back to school is right for you, because you are not committing to an entire degree program. Should you decide to pursue the Bachelor of Science degree in Health Sciences or Health Care Management, the credits earned through the certificate programs may transfer into the bachelors' programs.

Certificate Programs in the Health Sciences



Important Note: You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect current professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

Undergraduate Certificate Programs

Certificate in End of Life Care

12 credits

The undergraduate certificate program in End of Life Care was designed for nurses and other health care professionals such as social workers, chaplains, respiratory therapists, physical therapists, and occupational therapists who are involved in end of life care in different settings, or other professionals who are interested in learning more about end of life care.

Program Outcomes

At completion of the program, the graduate will be able to:

1. Articulate the role of the health care professional within their respective philosophical, theoretical framework of practice.
2. Utilize assessment frameworks to plan, intervene and evaluate end of life care.

3. Communicate effectively and compassionately with culturally diverse patients, families and team members.
4. Apply legal and ethical principles in the analysis of complex issues at the end of life care recognizing the influence of personal values, professional codes and patient and family preferences.
5. Collaborate with members of the interdisciplinary team members, community agencies and patients/families in implementing their respective roles in end of life care.
6. Identify areas of professional growth and develop confidence in providing quality end of life care.

Program Requirements

The 12 credits required for this certificate program are earned by completing any four of seven available courses, covering topics such as those listed below:

- Pain and symptom management
- Case management
- Concepts of death, loss, grief, and bereavement
- Coping strategies for patients and families
- Spirituality
- Wound care

This flexible certificate program is designed to fit each student's unique life circumstances. Students can complete the entire program in one year. Each course is delivered entirely online, empowering busy working health care professionals to complete the coursework according to their schedule and successfully balance the demands of work, school, and family.

With that flexibility comes plenty of support. Throughout the year, students have the opportunity to network with expert faculty and palliative care professionals from around the country.

Students must complete the End of Life Care certificate program within five years of enrollment. Courses applied toward the program must have been completed within ten years of the student's academic policy date.

To complete the certificate in End of Life Care program, students must complete any four of the following courses:

HSC 380	The Global Impact of AIDS: Person, Family, Community	3 credits
HSC 406	Principles and Practice of End of Life Care	3 credits
HSC 408	Death, Dying and Bereavement	3 credits
HSC 410	Symptom Management in End of Life Care	3 credits
HSC 411	Case Management in End of Life Care	3 credits
HSC 415	Multidisciplinary Wound Care	3 credits
HSC 420	Spirituality in Life Transitions	3 credits

Certificate in Health Care Management

16 credits

The undergraduate certificate program in Health Care Management is open to health care professionals possessing a strong desire to learn and be challenged to become a leader in the health care field.

Offered entirely online, the program was developed under a Congressional award through the U.S. Department of Education for students who do not hold a bachelor's degree. The program will help students acquire the skills needed to excel as a manager in today's demanding health care environment. From budgeting and finance to human resources and ethics, the program's five credit-bearing courses give students a complete framework of knowledge about the field.

Whether you are a manager or are aspiring to become one, this innovative online program provides the necessary resources to help you achieve your goal. If you have already proven yourself as an outstanding health care provider but do not have the formal management preparation to excel in this demanding role, Excelsior College's distance education program allows you to attain the knowledge and training you need while meeting the needs of work and family, too.

Five areas of focus will give you the essential information and expertise you need to become an effective manager:

- Budgeting and finance
- Human resource management
- Ethics
- Leadership and change
- Comprehensive overview of the U.S. health care delivery system

Program Outcomes

At completion of the program, the graduate will be able to:

1. Articulate the role of the health care manager within a dynamic and challenging health care environment.
2. Use critical thinking and decision-making skills to identify problems and implement changes that improve outcomes for clients and staff.
3. Implement team building strategies that create partnerships and collaboration across disciplines.
4. Use data to make decisions to determine effective utilization and distribution of fiscal, material, and human resources.
5. Apply the principles and theories of human resource management to positively impact staff performance and quality outcomes.
6. Communicate effectively with multiple stakeholders about professional and client care system issues using a variety of strategies.
7. Develop departmental strategies that address the health care needs of diverse client populations.
8. Manage care according to the ethical, accreditation, regulatory, and professional standards of care.
9. Develop and manage an operational plan and budget.
10. Create an environment that fosters professional growth and development in professional practice.

Program Requirements

Students must complete the Health Care Management certificate program within five years of enrollment. Courses applied toward the program must have been completed within twenty years of the student's academic policy date.

To complete the Certificate in Health Care Management, the following courses must be completed:

HSC 312	Ethics of Health Care	3 credits
HSC 414	Budget and Finance in Health Care Organizations	3 credits
HSC 418	Human Resource Management in Health Care Organizations	3 credits
HSC 431	Introduction to the Health Care Delivery System	3 credits
HSC 438	Leadership and Change	4 credits

Graduate Certificate Program

Graduate-Level Certificate in Health Care Informatics

17 credits

The graduate certificate program in Health Care Informatics consists of six courses, totaling 17 credits of academic work. The purpose of the program is to prepare graduates who have knowledge and skills necessary to work within, or assume leadership roles in the field of health care informatics. The informatics courses focus on content related to information management systems, information system lifecycle, database design, and the ethical, political, social, and legal implications of information systems management in the health care arena.

Program Outcomes

At completion of the program, the graduate will be able to:

1. Use critical thinking skills to identify informatics solutions to improve health care delivery.
2. Participate as a member of an interdisciplinary informatics team responsible for the design, implementation, and management of an information management system.
3. Apply health care informatics knowledge and skills needed in the development, management, and evaluation of information systems.
4. Articulate health care informatics perspectives and issues in a professional role.

Program Requirements

Students must complete the Health Care Informatics certificate program within five years of enrollment. Courses applied toward the program must have been completed within ten years of the student's academic policy date.

The following courses must be successfully completed for the graduate Certificate in Health Care Informatics:

HINF 521 Data, Information and Knowledge	3 credits
HINF 522 Informatics and the Health Care Delivery System	3 credits
HINF 551 System Lifecycle	4 credits
HINF 553 Issues in Health Care Informatics	2 credits
HINF 555 Knowledge Representation: Data Standards, Terminologies & Implications for Practice	2 credits
HINF 564 Informatics Project Management	3 credits

Excelsior College Course Information and Registration:

www.excelsior.edu/courses

toll free 888-285-8648, ext. 4

See pages 26-34 in this catalog for

School of Health Sciences course descriptions.

Course Search:

www.excelsior.edu/CourseSearch

Course/Exam Approval (enrolled students only):

www.excelsior.edu/MessageCenter

School of Health Sciences Advising Team:

toll free 888-647-2388, ext. 137

www.excelsior.edu/MessageCenter (enrolled students only)

Excelsior College Learning Resources:

www.excelsior.edu/MyExcelsior, click on the Resources tab

Excelsior College Community Resources:

www.excelsior.edu/MyExcelsior, click on Communities tab

Course Offerings and Descriptions

Courses from the School of Health Sciences

Courses are delivered online so that you can meet your academic requirements according to your schedule.

Courses and new terms begin every other month. While not every online course is offered each term, chances are you will find an online course that fits your degree plan when you are ready.

Before registering for a course, enrolled Excelsior College students should consult with their academic advising team for course advice and approval. Even if you are not an enrolled student, you may take Excelsior's online courses.

Remember to contact your academic advisor for approval prior to registering for any courses to ensure that they will apply toward your degree as expected.

Not every course is offered every term. Please check our Web site for course availability.

Course Offerings and Descriptions

Undergraduate Courses

HSC 112 Medical Terminology 3 credits

This intensive course is designed to introduce the student to medical language. Students will gain an understanding of medical terminology as related to the basis of word roots, word structure, suffixes and prefixes, and the special vocabulary of specific human biological systems.

HSC 220 Spanish Communication for the Health Care Professions 4 credits

This course provides students with the basic communication skills in Spanish and the cultural understanding that will enable them to care for the

Spanish-speaking health care clients in the U.S. in an effective and sensitive manner and within a variety of typical health care situations. Students will learn how to speak, listen, write, and read in Spanish within an authentic cultural context. Multimedia will be used to enrich the learning experience. Content includes a general introduction to the topic, basic elements of client exchanges, the description and examination of the human body, elements of the health care setting and equipment, information related to test and treatments, determination of when and how to use an interpreter, and insight into the perspective of being a health care consumer in a potentially frightening situation when unable to speak the language.

HSC 280 Biology of Health and Disease 3 credits

This intensive course examines the fundamental biological concepts of human origins and inheritance, terminology and the structure and function of all human body systems, major common human diseases, and the major risk factors and socioeconomic factors impacting human health.

HSC 290 Healing Therapies: Ancient Wisdom in Modern Times 3 credits

This intensive course examines the traditions and recent developments within the field of Integrative Medicine (IM) and includes a comparison of Western and Eastern systems. Using the National Center for Complementary and Alternative Medicine (NCCAM) definitions and categories attributes of Complementary and Alternative Therapies (CAT) or modalities such as aromatherapy, herbal preparations, homeopathic remedies, imagery, music, and therapeutic touch will be examined for their use and expected outcomes. Through interactive and experiential format, participants will overview a comprehensive range of physical, psychological, and energy therapies resulting in insight, awareness, and appreciation for diverse approaches to



medicine. This course also examines legal and ethical consideration for implementing CAT therapies into current health care practices as well as the supporting scientific research.

HSC 301 Foundations of Health Care Management 3 credits

This intensive course is designed to provide students with the foundational knowledge required for the role of health care manager. Effective management is based upon an understanding of the system within which one works and the product or service one provides. During the course, students will learn about the structure and function of the health care industry and the role technology plays in communication across the system as well as in the delivery of care.

HSC 305 Critical Issues in Health Care Management 3 credits

This intensive course provides students with an overview of current issues that impact the delivery of health services. Health care managers must be aware of the threats and opportunities present in today's health care environment. During this course, students will investigate current trends and critical issues that have emerged in the early 21st century and will explore ways in which health care systems can respond to these changes in the external environment.

HSC 310 Writing and Communication in the Health Sciences Professions 3 credits

This course is designed to help students master the art of professional communication. A broad range of topics is covered including professional presentations, meeting management and various forms of written communication. Issues related to communicate in the health care organizations and among health care professionals are also addressed.

HSC 312 Ethics of Health Care 3 credits

This interdisciplinary course guides students through a systematic analysis of contemporary ethical issues in health care. During the course, students will be required to differentiate ethical issues from other types of issues, demonstrate sound moral rea-

soning, and summarize the historical, legal, and health care policy dimensions of current issues of ethical concern.

HSC 314 Sociology of Health and Illness 3 credits

This three (3)-credit course examines the influence of social and structural forces on health, illness, and the health care system in the U.S. Through scholarly readings, experiential learning activities, and reflective dialogue, you will explore the foundations of medical sociology, social causes and consequences of health and illness, the social behavior of health care personnel and patients, the social role of the hospital; and, the complex issues surrounding health care reform, health care delivery, and social policy.

HSC 320 Health Care Issues in Culturally Diverse Populations 3 credits

This intensive course introduces students to the concepts of culture and cultural diversity as they relate to health care and the health care delivery system. During the course students will explore religious, racial, ethnic and other subcultures that exist in our society and examine conflicts that often occur when differing cultures enter the health care arena. Students will also discuss the concept of cultural competence and study strategies that health care organizations are using to create more inclusive services.

HSC 330 Legal and Regulatory Environment of Health Care 3 credits

This course introduces U.S. law and the legal process in health care. The course highlights legal issues common within health administration, and provides a foundation for understanding the scope, limits and consequences of legal obligations. Students learn about the governing bodies and regulatory controls which set standards for health care, and apply their knowledge in identification of legal issues often encountered in health administration.

HSC 331 Psychosocial Impact of Chronic Illness on Person and Environment 3 credits

This course critically examines several chronic illnesses occurring at alarming incidence rates throughout the nation. Students will develop an in-

depth understanding of the demands of the disease and the impact on the person, family, community, and society.

HSC 365 Research for Evidenced Based Practice 3 credits

This course focuses on developing skills to determine how to evaluate and use research findings in clinical evidence based practice. Students are introduced to the components of the research process. The concepts of theory, literature, methodology, sampling, measurement, and analysis are presented. Emphasis is placed on critiquing research studies according to appropriate research principles and standards. Application of research to clinical practice is addressed.

HSC 380 The Global Impact of AIDS: Person, Family, Community 3 credits

This intensive course examines the impact of AIDS from the individual, community and global perspective. Through interactive media learning communities, students will learn about the biology of the disease process and treatments and examine the effects of social and political influences on the AIDS community. The student will develop an understanding of the continuing challenges in the field of HIV/AIDS. Students will also have the opportunity to view the personal perspectives of AIDS patients, as well as have the opportunity to reflect on their own perspectives of AIDS and the many misconceptions of the disease.

HSC 402 Managing Stress 3 credits

This course focuses on the nature of stress and the connection between mind, body, and spirit. Students will study the different theoretical models of stress from a variety of theorists while exploring coping strategies and relaxation techniques for healthy living in today's changing world. Students will also create an individualized stress management program plan.

HSC 403 Nutrition for Wellness 3 credits

In this course, students will learn the foundations of nutrition as they relate to health, wellness, and disease prevention. Students will examine how food affects the body and explore the relationship of nutrients in food and how they prevent and treat disease, to include eating disorders. Students will develop skills in designing personalized nutrition plans and gain a greater understanding of how nutrition impacts the body at all stages of life. Students will also analyze current trends in nutrition and gain knowledge on how to separate fact from fiction. In addition, the topics of food safety and how technology plays a part will be addressed.

HSC 404 Organizational Behavior in Health Care Environments 3 credits

This intensive course provides students with an opportunity to explore organizational theory and behavior within the context of the health care environment. Driven by a mission of care and service, health care organizations have a distinct culture. In this course, students will examine the culture of health care and how it impacts the way in which health care organizations and the people who work within health care interrelate. Health care organizations will be viewed from the organizational, group and individual levels. In this course, students will focus on the practical applications of theories and concepts of behavior within health care organizations.

HSC 406 Principles and Concepts in End of Life Care 3 credits

This intensive course provides a foundation for understanding concepts of end of life care including the history, philosophy, ethics, and cultural perspectives of hospice as a philosophy for caring

Course Search:

www.excelsior.edu/CourseSearch

Course/Exam Approval (enrolled students only):

www.excelsior.edu/MessageCenter

Course Registration:

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of patients at end of life. The role of the interdisciplinary team addressing end of life care issues will be discussed. In addition, elements of communication and self-care strategies for the professional and the caregiver will be addressed. This course is recommended for health care professionals working or interested in end of life care.

HSC 407 Health and Wellness 3 credits

This intensive course is designed to provide students with an opportunity to explore the concept of health and analyze the response of the health and wellness industry to current issues such as childhood obesity, chronic illness and health risk behaviors such as smoking. During the course students will examine the roles of government, the health care industry and related businesses, schools, and employers in addressing health issues and will evaluate health and wellness programs targeting specific populations. This course was created for students in the health professions as well as others who are interested in current issues related to health and health promotion.



HSC 408 Death, Dying and Bereavement

3 credits

This intensive course examines the psychosocial, cultural, ethical, social and legal aspects of end of life care. The role of each team member responding to the psychosocial needs of patients and their families will be addressed. Concepts of loss, death, grief and bereavement will be discussed, as well as coping strategies of the patient and family.

HSC 410 Symptom Management in End of Life Care

3 credits

This course provides the nurse and health care team with key concepts in maintaining quality of life through the provision of multidimensional symptom management. A holistic perspective integrating both conventional and adjunct therapies for a comprehensive symptom management approach will be developed. Personal and professional perspectives of pain and symptom management will be explored.

HSC 411 Case Management in End of Life Care

3 credits

This course integrates principles of case management into the role of the health care professional on the interdisciplinary team, managing the complex needs and resources for the person at the end of life. Effective communication, resource management and time management skills will be discussed. Opportunities to discuss selected cases with faculty will be integrated. This course is open to all members of the interdisciplinary team that are interested or involved in case management.

HSC 413 Principles of Teaching and Learning

3 credits

This course provides students with knowledge that serves as a foundation for health care education. Students are introduced to various theories related to teaching and learning and models of education delivery. Throughout the course, students will explore issues that influence health care education both from the perspective of the educator and the client.

HSC 414 Budget and Finance in Health Care Organizations **3 credits**

This course is designed to guide students through the basic financial principles and techniques used by managers in health care facilities. The course focuses on the preparation and management of a capital and operating budget. Course is organized into modules based on the content outline with specific assignments and assessments for each activity that take students from conceptual discussion to practice exercises. Team assignments will simulate actual work experiences.

HSC 415 Multidisciplinary Wound Care **3 credits**

This interdisciplinary course focuses on the biology, pathophysiology, prevention management, and treatment of acute and chronic wounds. Through course readings, exercises, and faculty feedback, students will assess wound etiologies and the factors that influence healing, and then apply concepts of evidence-based practice in the prevention, management and treatment of acute and chronic wounds.

Your Personalized MyExcelsior Account:

www.excelsior.edu/MyExcelsior

Student Policy Handbook:

www.excelsior.edu/StudentPolicyHandbook

Excelsior College Course and Exams Information and Registration:

www.excelsior.edu/courses

www.excelsior.edu/exams

Course and Exam Search:

www.excelsior.edu/CourseSearch

Course/Exam Approval (enrolled students only):

www.excelsior.edu/MessageCenter

Excelsior College Learning Resources:

www.excelsior.edu/library

www.excelsior.edu/practice

www.excelsior.edu/bookstore

www.excelsior.edu/MyExcelsior, click on the Resources tab

Excelsior College Community Resources:

www.excelsior.edu/MyExcelsior, click on Communities tab

Previous exposure to wounds and wound care would be helpful. Open to undergraduate students from any of the health science disciplines.

HSC 416 Introduction to Gerontology: Physical, Psychological and Social Aspects of Aging **3 credits**

This intensive course provides an interdisciplinary approach to aging, focusing on knowledge concerning physical, psychological and social age-related changes. The number of 60+, and particularly the 80+, people in the population will have a great influence on certain societies (e.g., the United States) in the early twenty-first century. The implications for society of this increase in the aged portion of the population will be reviewed. The course also explores personal and societal attitudes towards aging and focuses on the diversity that is present in the aging population. Upon completion of the course, students will have had the opportunity to challenge their stereotypes about the elderly, and gained an awareness of the wide range of realities of aging that exist.

HSC 418 Human Resource Management in Health Care Organizations **3 credits**

This course explores the human resource function of the manager in a health care organization. It covers a wide range of topics including staffing, worker safety and security, general employment practices, organizational development and employee relations. Upon completion of the course, students will be able to implement/integrate evidence-based human resource strategies into the day-to-day management of their departments.

HSC 420 Spirituality in Life Transitions **3 credits**

This intensive course covers the major theories, research, and assessment tools related to spirituality as it pertains to persons at end of life. Spiritual assessment skills for assisting others will be explored as well as opportunities for spiritual self-assessment and reflection. Theoretical and experiential learning methodologies will be utilized.

HSC 421 Grant Writing in the Health Sciences**3 credits**

Students will learn the steps in developing, organizing, and writing a grant. Focus will be on the research methods and techniques to find grant sources, program development, examining how a grant fits into an organization's overall strategy, writing the grant, and building relationships with funders. Students will do research, case studies, and writing to achieve course objectives.

HSC 424 Health Care Education: Methods and Strategies**3 credits**

This course provides students with the knowledge and skills necessary to plan, implement and evaluate educational strategies that can be used with health care consumers. As the course progresses, students will complete an educational project, step by step, from identifying a learning need, developing a detailed teaching and evaluation plan.

HSC 426 Gerontology: Social Policy & Aging**3 credits**

This course demonstrates how the growing aging population of the twentieth century advocated for the need for amazing new social policies such as Social Security, the Older Americans Act, Medicare and Medicaid. Upon completion of the course students will be better able to understand and take part in the current debate surrounding these programs, and take a reasoned position based on their studies of the issues.

HSC 431 Introduction to Health Care Delivery Systems**3 credits**

This intensive course provides health care professionals with a comprehensive overview of the U.S. health care delivery system and the forces that influence it. Students will explore historical influences on the U.S. health care delivery system and examine the role of government, finance and policy in the health care arena.

HSC 434 Health Literacy, Issues and Solutions**3 credits**

This course focuses on the issue of health literacy and explores the role of the health care provider in identifying those at risk and creating workable solutions for health care consumers. During the course, students will develop assessment skills as they learn both how to assess individual literacy and to evaluate the appropriateness of learning materials. Students will also explore various learning strategies that can be used with different populations.

HSC 436 Gerontology: Provision of Health Care Services to an Older Adult Population**3 credits**

This course will enable the student who has completed the Gerontology emphasis to apply the knowledge gained to their health care practice with older adults in whatever setting they encounter them. After identifying the major issues related to the delivery of health services to our growing aging population—accessibility, affordability, availability, etc., the course will offer an overview of the health care continuum that most older adults progress through in the process of aging.

HSC 438 Leadership and Change**4 credits**

Focuses on leadership as a facilitator of change and transformer and nurturer of organizational culture. Explores the role of a leader in creating an ethical culture that promotes and supports a healthy work environment and enhances quality of care. Students will learn how ethics inform leadership, and how leadership transforms culture and facilitates change.

HSC 440 Leadership and Management in Health Care Seminar**3 credits**

This course focuses on leadership as a critical component of effective health care organizations (HCOs). Management relates to leadership and how the HCO actually functions, both strategically and on a daily basis. Students explore the health care setting and its structure and function; how the supervisor (manager) functions in relationship to delegation, empowerment, time management, and

self-management; and the supervisor (manager) and staff relationship, motivation, and communication. Other critical management tasks are included in the content: recruitment and retention, performance appraisal, decision-making, teamwork, and related ethical and legal issues.

HSC 445 Introduction to Health Care Informatics 3 credits

This course is designed to introduce students to the role of information management in health care. During the course, students will explore benefits, issues, risks, and challenges related to the electronic health record and other information systems in the health care environment. Students will explore the field of consumer informatics and its use in providing health-related information to health care consumers. The course will address the role of the health care provider in working with computers and information management systems in health care.

HSC 450 Economics of Health Care 3 credits

This course introduces students to the field of health care economics. During the course, students will learn the concepts and principles of microeconomics as they apply to health care. Students will explore why and how health care differs from other markets. Topics to be covered include the cost of health care, government regulation, payment systems including insurance, and secondary markets including hospitals and physician practices.

HSC 453 Marketing for Health Care 3 credits

HSC 453 is an 8-week advanced marketing course focusing on the health care industry and delivery system. There are several trends in the environment that place greater demands on hospitals and health care organizations to be effective marketers to respond to patients. These trends include involved consumers, the Web, and the transparency of information. Consumers are now able to access information and form social networks to communicate about their experiences with health care providers and health systems. These factors change the competitive landscape among health care organizations and make the marketing concepts that have long been practiced in other industries

increasingly relevant in health care. It is the understanding and application of these principles within the evolving health care industry that is essential as technology changes, consumers demand greater value, and the competitive landscape increases.

HSC 464 Health Sciences Capstone 3 credits

This end-of-program capstone course of the Bachelor of Science in Health Sciences curriculum requires students to demonstrate previously learned knowledge, principles, and skills to analyze health science-based case problems. Using a variety of case analysis tools, students will analyze cases both as a member of a team and individually and will discuss case studies that examine the professional role in health care. The individual case analysis will culminate in students preparing and delivering a persuasive presentation using PowerPoint with voice over. During the last three weeks of the course, students will prepare an individualized professional development plan for use upon completing their academic studies.

HSC 470 BS in Health Care Management Capstone 3 credits

This course provides students with an opportunity to demonstrate their ability to integrate and apply knowledge of the arts and sciences, business functions and health care management principles and concepts. During the course, students will be evaluated on their knowledge and skills through their 1) participation in a group analysis of a health care management case study; 2) written analysis of a second case study; 3) presentation of a persuasive argument using a power point presentation with voice over; and 4) completion of a self assessment and professional development plan.

PBH 320 Substance Abuse: Impact on Individual, Family, Community 3 credits

Alcohol/substance abuse is a major public health issue. This course introduces students to the impact of alcohol/substance abuse on the individual, family, and society. During the course, students will be required to differentiate between abuse and dependence, identify negative consequences, and discuss treatment issues. Students will evaluate various treat-

ment models and settings and develop an awareness of which models are appropriate given the readiness of an individual to engage in treatment. Through the coursework, students will have the opportunity to see the progression of the consequences of substance abuse in a real family from the perspective of the individual, the family, and society. Students will develop a greater understanding of the public health concern around substance abuse.

PBH 321 Introduction to Epidemiology 3 credits

Epidemiology is the study of health and illness and associated factors at the population level. During the course, students are introduced to various study designs that will aid students in evaluating procedures for studying, preventing, and controlling infectious diseases, environmental health hazards, and accidents. Students will learn the concepts and principles of epidemiology. Current real-world public health scenarios such as Hurricane Katrina and seasonal flu will be discussed and applied to the material.

PBH 323 Principles of Public Health 3 credits

This course introduces students to the concepts and principles of public health. In this course, students will learn about the history and practice of public health and the issues with which public health is concerned. During the course students will be introduced to the important role and responsibilities public health practitioners have in providing public health services in their communities. They will learn about topics in public health, including environment, chronic and infectious diseases, and health disparities. Current, real-world public health scenarios will be discussed and applied to the material. Also covered are the laws that pertain to public health, the organization and scope of the public health infrastructure, public health preparedness and ethics, and the challenges facing public health, both nationally and globally.

PBH 342 Homelessness: Social and Health Perspectives 3 credits

This accelerated 8-week course is designed to provide a comprehensive view of homelessness within the U.S. from both social and public health perspec-

tives. Students will explore the various causes of homelessness, the different homeless populations, and will investigate interventions aimed at addressing relevant issues. The course strives to put a face to the thousands of men, women, and children that are without the shelter, safety, and comfort of a home.

Graduate Courses

HINF 521 Data, Information, and Knowledge 3 credits

Data, Information, and Knowledge is designed to provide students with an opportunity to examine, in depth, these three concepts. They are fundamental to the field of informatics. Data, Information and Knowledge focuses on the nature of data, the concepts of information and knowledge, and the principles of relational databases, systems operations and information systems. Through course readings, exercises, and faculty feedback, students will build upon basic knowledge of the data information and knowledge continuum. This knowledge will be used to design and create a simple database in response to an identified health care problem. This course is interdisciplinary in nature and is open to graduate-level students from any of the health sciences disciplines.

HINF 522 Informatics and the Health Care Delivery System 3 credits

This course is designed to introduce students to the field of health care informatics. It focuses on the history of health care informatics, basic informatics concepts and health information management applications. During the course students will compare and interact with information management applications related to administration, education, practice and research.

HINF 551 System Lifecycle 4 credits

This course focuses on a structured approach to the selection, implementation and on-going support of an information system. This structured approach is called the information system development life

cycle. The course incorporates four modules corresponding to the five phases of the life cycle: planning, analysis, design, implementation and evaluation.

HINF 553 Issues in Health Care Informatics

2 credits

This course was designed to encourage students to engage in a dialogue between themselves and experts in the field of health care and health care informatics in order to come to some understanding of current issues in the field of health care informatics. The purpose of the course is to introduce these issues and guide students toward a relevant, thoughtful perspective with which to guide their future practice as it relates to health care informatics. Using multiple discussion questions and a case study, students will be asked to analyze the issues from ethical, political, societal, and legal perspectives.

HINF 555 Knowledge Representation: Data Standards, Terminologies and Implications for Practice

2 credits

This course focuses on fundamentals of knowledge representation. Data standards, terminologic systems, and concept representation are discussed as components of knowledge systems. Recognized terminologies and classifications for health care data storage and retrieval are presented. Models for representing health care activities in concept-oriented terminologic and computer-based systems are introduced.

HINF 564 Informatics Project Management

3 credits

This course provides students with an opportunity to select a role in an agency and to design, implement and manage an effective project by applying appropriate project management principles. Students will learn to use Microsoft Project to develop and implement their projects. Study groups will be formed and case studies will be used to facilitate learning and enhance critical thinking skills.

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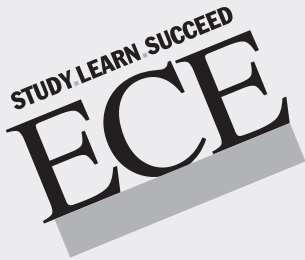
New York State Education Department Inventory of Registered Programs

Higher Education General Information Survey Code for Classifying Academic Subject Areas.

Program Title	HEGIS	Award
School of Business and Technology, Business Programs		
Administrative/Management Studies	5004	AAS
Business	5001	AS
General Business	0501	BS
Accounting (General)	0502	BS
Accounting (NYS CPA Track)	0502	BS
Finance	0504	BS
Global Business	0513	BS
Management of Human Resources	0515	BS
Management Information Systems	0507	BS
Marketing	0509	BS
Operations Management	0506	BS
Risk Management and Insurance	0512	BS
Hospitality Management	0508	BS
Business	0506	MBA
School of Health Sciences Programs		
End of Life Care	1299	Certificate
Health Care Informatics	1203.12	Certificate
Health Care Management	1203.12	Certificate
Health Sciences	1201	BS
School of Liberal Arts Programs		
Homeland Security	5505	Certificate
Liberal Arts	5649	AA, AS
Liberal Studies	4901	BA, BS, MA
Area Studies	0399	BA, BS
Biology	0401	BA, BS
Chemistry	1905	BA, BS
Communication	0601	BA, BS
Criminal Justice	2105	BS, MS
Economics	2204	BA, BS
Geography	2206	BA, BS
Geology	1904	BA, BS

Program Title	HEGIS	Award
School of Liberal Arts Programs (continued)		
History	2205	BA, BS
Literature in English	1502	BA, BS
Mathematics	1701	BA, BS
Music	1005	BA, BS
Philosophy	1509	BA, BS
Physics	1902	BA, BS
Political Science	2207	BA, BS
Psychology	2001	BA, BS
Sociology	2208	BA, BS
World Language and Literature	1199	BA, BS
School of Nursing Programs		
Nursing	5208	AAS, AS
Nursing	1203.10	BS, RN-MS, MS
School of Business and Technology, Technology Programs		
Cybersecurity	5199	Certificate
Cybersecurity Management	0799	Certificate
Aviation Studies	5302	AAS, AOS
Technical Studies	5315	AAS
Computer Software	5103	AS
Electronics Technology	5103	AS
Nuclear Technology	5316	AS
Technology	5305	AS
Technology	0925	BS
Computer Information Systems	0702	BS
Computer Technology	0701	BS
Electronics Engineering Technology	0925	BS
Information Technology	0702	BS
Nuclear Engineering Technology	0925	BS
Cybersecurity	0702	MS

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