

**APPENDIX B: Harper College and National Louis University – Associate in Applied Science , Healthcare Office Manager to the Bachelor of Science, Health Care Leadership**

**Step I: Harper College – Associate Degree: 62 Semester Hours (93 Quarter Hours)**

<b>B.S. Health Care Leadership</b>	<b>A.A.S. Heathcare Office Manager courses which fulfill NLU requirements</b>	<b>Semester Hours</b>	<b>Quarter Hours</b>
<b>GENERAL EDUCATION</b>		<b>23</b>	<b>34.5</b>
<b>Communications</b>			
LAE 101 English Composition I	ENG 101 Composition I	3	4.5
LAE 202 Effective Speaking	SPE 101 Fundamentals of Speech Comm	3	4.5
<b>Humanities</b>			
One course – min 4.5 QH	A.A.S. Humanities Elective – CHN 202; FRN 202, 210; GER 202, 210; HST 105; HUM 101, 102, 104, 105, 106, 107, 110, 120, 125; JPN 202; LIT 105, 110, 112, 115, 206, 207, 208, 210, 220, 221, 222, 223, 224, 231, 232; PHI 101, 105, 115, 160, 205, 215, 220, 231, 232; SGN 210; SPA 202, 210	3	4.5
<b>Quantitative Reasoning</b>			
LAM 106 Basic Statistics	MTH 162, 165; MGT 225	4	6
<b>Physical and Life Science</b>			
One course – min 4.5 QH	BIO 135 or BIO 160	4	6
<b>Social Science</b>			
One course – min 4.5 QH	A.A.S. Electives: ANT 101, 202; ECO 200; SOC 101	3	4.5
<b>General Education Electives</b>			
Additional courses to complete 60 QH	BIO 136 or BIO 161	3	4.5
<b>PROGRAM ELECTIVES</b>		<b>39</b>	<b>58.5</b>
Free Electives	HSC 104 Health Care Technology and Informatics HSC 105 Introduction to Health Care Today HSC 112 Medical Terminology HSC 165 Basic Pharmacology HSC 213 Legal and Ethical Issues in Health Care MGT 111 Introduction to Business Organization MGT 270 Principles of Management MOA 145 Health Care Records Management MOA 150 Math Applications in Health Care MOA 195 Principles of Health Insurance Billing MOA 235 Health Care Office Procedures MOA 245 Health Care Office Management MOA 299 Medical Office Capstone <b>9 SH from A.A.S. Electives: ACC 101; ANT 101, 202; CIS 101; ECO 200; HSC 106, 225; MGT 204, 205, 206, 207, 265, 274, 280; MKT 245, MOA 196, 198, 215; PSY 245; SOC 101; SPA 122</b>	2 2 2 1 2 3 3 2 1 3 3 3 3 3 3 9	3 3 3 1.5 3 4.5 4.5 3 1.5 4.5 4.5 4.5 4.5 4.5 13.5
<b>TOTAL TRANSFER:</b>		<b>62</b>	<b>93</b>

NOTES: 1. Each course can be used just once. 2. At least one course must meet Harper's World Culture and Diversity Requirement

**Step II: Harper College: 20 Semester Hours (30 Quarter Hours)**

NLU Requirements	College courses which fulfill NLU requirements	Semester Hours	Quarter Hours
<b>Fine Arts</b> One course – min 4.5 QH	ART 105, 114, 130, 131, 132, 133; HUM 101, 102, 106, 107, 110; LIT 112; MCM 200; MUS 103, 104, 107, 120; THE 111, 121	3	4.5
<b>Behavioral Science</b> One behavioral science course – min 4.5 QH	PSY 101, 216, 217, 218, 228	3	4.5
<b>General Education Electives</b>	Additional non-duplicative IAI approved courses in any general education subject area	11	16.5
<b>Program Free Electives</b>	Additional non-duplicative college level courses	3	4.5
<b>TOTAL</b>		<b>20</b>	<b>30</b>

**Step III: National Louis University B.S. Health Care Leadership : 39 Semester Hours (58 Quarter Hours)**

	SH	QH
<b>Health Care Leadership Major</b>	<b>39</b>	<b>58</b>
HCL 300 Introduction to the Health Care Leadership Program		
HCL 310 Professional Writing in Health Care		
HCL 315 Team Development in Health Care		
HCL 320 Educational Delivery & Assessment in Health Care		
HCL 330 Presentation Skills in Health Care		
HCL 335 Overview of Health Care Delivery		
HCL 410 Health Care Supervision & Human Resources		
HCL 415 Financial and Physical Resource Administration		
HCL 420 Ethical and Legal Issues in Health Care		
HCL 425 Health Care Information Systems		
HCL 430 Marketing of Health Care Services		
HCL 440 Health Care Systems		
HCL 450 Business Planning in Health Care		
MGT 436 Critical Thinking for Managers		
<b>TOTAL</b>	<b>39</b>	<b>58</b>

<b>SUMMARY</b>		SH	QH
Harper College	Associate Degree	62	93
Harper College	Junior Year	20	30
National Louis University	Senior year	39	58
<b>TOTAL</b>		<b>121</b>	<b>181</b>