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.S. Health Care Leadership	A.A.S. Heathcare Office Manager courses which fulfill NLU requirements	Semester Hours	Quarter Hours
GENERAL EDUCATION		**23**	**34.5**
Communications			
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
Humanities			
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
Quantitative Reasoning			
LAM 106 Basic Statistics	MTH 162, 165, 225	4	6
Physical and Life Science			
One course – min 4.5 QH	BIO 135 or BIO 160	4	6
Social Science			
One course – min 4.5 QH	A.A.S. Electives: ANT 101, 202; ECO 200; SOC 101	3	4.5
General Education Electives			
Additional courses to complete 60 QH	BIO 136 or BIO 161	3	4.5
PROGRAM ELECTIVES		**39**	**58.5**
Free Electives	HSC 104 Health Care Technology and Informatics	2	3
	HSC 105 Introduction to Health Care Today	2	3
	HSC 112 Medical Terminology	2	3
	HSC 165 Basic Pharmacology	1	1.5
	HSC 213 Legal and Ethical Issues in Health Care	2	3
	MGT 111 Introduction to Business Organization	3	4.5
	MGT 270 Principles of Management	3	4.5
	MOA 145 Health Care Records Management	2	3
	MOA 150 Math Applications in Health Care	1	1.5
	MOA 195 Principles of Health Insurance Billing	3	4.5
	MOA 235 Health Care Office Procedures	3	4.5
	MOA 245 Health Care Office Management	3	4.5
	MOA 299 Medical Office Capstone	3	4.5
	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	9	13.5
TOTAL TRANSFER:		**62**	**93**

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
Fine Arts 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
Behavioral Science One behavioral science course – min 4.5 QH	PSY 101, 216, 217, 218, 228	3	4.5
General Education Electives	Additional non-duplicative IAI approved courses in any general education subject area	11	16.5
Program Free Electives	Additional non-duplicative college level courses	3	4.5
TOTAL		**20**	**30**

Step III: National Louis University B.S. Health Care Leadership : 39 Semester Hours (59 Quarter Hours)

	SH	QH
Health Care Leadership Major	**39**	**59**
HCL301 Overview of Health Care Delivery		.
HCL311 Professional Writing and Presentation Skills in Health Care		
HCL316 Team Development in Health Care		
HCL320 Educational Delivery and Assessment in Health Care		
HCL350 Quality Analysis and Improvement		
PJM300 Overview of Project Management		
HCL326 Critical Thinking in Health Care		
HCL410 Principles of Health Care Supervision and Human Resources		
HCL416 Financial and Physical Resource Administration		
HCL421 Ethical and Legal Issues in Health Care		
HCL426 Health Care Information Systems		
HCL431 Marketing of Health Care Services		
HCL499 Strategic Analysis and Planning in Health Care		
TOTAL	**39**	**59**

SUMMARY		SH	QH
Harper College	Associate Degree	62	93
Harper College	Courses to be taken in addition to the A.A.S. degree	20	30
National Louis University	Courses to be taken at NLU	39	59
TOTAL		**121**	**182**