

USF TRANSFER GUIDE

*Begin at Joliet Junior College!
Finish at the University of St. Francis!*

Health Care Leadership

2 + 2

Step 1: Complete your Associate in Applied Science (A. A. S.) degree in Medical Administrative Assistant

Step 2: Complete your Bachelor's (B. S.) degree in Health Care Leadership

The Health Care Leadership program, an accelerated program at the University of St. Francis for the adult student, is designed as a "2+2" for students from Joliet Junior College who have completed the Associate in Applied Science (A.A.S.) degree in Health Information Management Technology and wish to complete a bachelor's degree. (Note: A maximum of 80 s.h. from Joliet Junior College or any community college will transfer towards the bachelor's degree in Health Care Leadership.)

Step 1: Complete you're A. A. S. degree in Health Information Management.

Joliet Junior College

General Education Requirements, 22 s.h. including the following:	Core Requirements, 40 s.h.
ENG 101 Rhetoric	BIO 100 Medical Terminology
SPCH 101 Principles of Speech	HIM 101 Medical Records I
BIO 125 Human Biology	HIM 110 ICD-(CM Coding)
ECON 103 Principles of Economics I (Macro) (required for USF) or ECON 107 Consumer Economics	HIM 111 CPT Coding
	OFS 103 Advanced Document Formatting
	OFS 104 Administrative Documents
	OFS 110 Voice Recognition
	OFS 166 Microsoft Word for Windows I *
	OFS 167 Microsoft Word for Windows II **
	OFS 114 Microsoft Office Suite
	OFS 115 Advanced Microsoft Office
	OFS 143 Medical Machine Transcription
	OFS 201 Office Procedures
	Electives, 4 s.h. selected from the following: ACCY 100, ACCY 101, CIS 152, CIS 156, HIM 115, OFS 102, OSFS 106, OFS 121, OFS 122, OFS 123, OFS290, MGMT 101

*Or OFS 111 Word Perfect for Windows I

**Or OFS 112 WordPerfect for Windows II

You are now ready to begin your Bachelor of Science (B.S.) degree in Health Care Leadership!
(over)

Engaging mind and spirit™

500 Wilcox Street, Joliet, IL 60435
(800) 735-7500 • www.sfrancis.edu

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ST. FRANCIS®**
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Step 2: Complete your Bachelor of Science (B.S.) in Health Care Leadership.

The following lists the remaining general education and Health Care Leadership program requirements with the course equivalencies available at Joliet Junior College. These may be completed at Joliet Junior College or through the University of St. Francis depending on the student's academic evaluation of credit. A maximum of 80 s.h. will transfer from Joliet Junior College or any community college.

University of St. Francis	Joliet Junior College
General Education Requirements, 21 s.h. (Note: All courses are 3 s.h. unless indicated otherwise.)	
ENGL 210 Writing for Professionals	USF
GENS 201 Research and Decision Making	USF
THEO 206 Christianity in the Modern World	USF
BSAD 214 Economics and Stewardship	Select one from: ECON 103 or 104 (required in program)
HIST 210 Founders of the Modern World	Select one from: HIST 103, 104, 105, 106, 107, 108, 230, 240, 260 or 290
GENS 220 Understanding Literature and the Arts	Select one from: Select one from: ART 101, 102, 103, 104, 105, 106, 109, 111, 115, 116, 117; MUS 101, 102, 103, 104, 105, 106; THEA 101; ENG 103, 104, 105, 106, 107, 108, 208, 209 or 220
ENVS 210 Environmental Science and Social Implications	BIO 125 Human Biology (required in program)

Health Care Leadership Program Requirements (27 S.H.)

University of St. Francis

ORGL 331 Leadership Principles (3 s.h.)
ORGL 334 Technology in Leadership (3 s.h.)
ORGL 337 Human Resource Issues for Leaders (3 s.h.)
ORGL 341 Health Organizations and Leadership (3 s.h.)
ORGL 342 Health Care Delivery (3 s.h.)
ORGL 345 Health Information Management (3 s.h.)
ORGL 346 Health Care accounting and Budgeting (3 s.h.)
Health Care Leadership elective courses, minimum of 6 s.h. (Note: Additional hours may be required depending on semester hours of transfer credit granted toward the bachelor's degree.) Select from the following:
ORGL 332 Interpersonal communication in the Workplace (3 s.h.)
ORGL 333 Team Building and Development (3 s.h.)
ORGL 335 Strategies for Change (3 s.h.)
ORGL 336 Ethics in the Workplace (3 s.h.)
ORGL 338 Contemporary Issues in Leadership (3 s.h.)
ORGL 343 History of American Health Care (3 s.h.)
ORGL 344 Health Care communication and Information (3 s.h.)
ORGL 347 Health Care Regulation and Policy (3 s.h.)
ORGL 494 Topics (3 s.h.) or ORGL 497 Assigned Research in Leadership (1-3 s.h.)
or
Select two graduate courses in the Health Services Administration program which will fulfill two of the nine courses required in the Master of Science in Health Services Administration program.

January, 2007

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