

# 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 Medical Administrative Assistant 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).

### Joliet Junior College

<b>General Education Requirements, 22 s.h. including the following:</b>	<b>Core Requirements, 40 s.h.</b>
ENG 101 Rhetoric	BIO 100 Medical Terminology
SPCH 101 Principles of Speech	HIM 101 Health Information Management I
BIO 125 Human Biology	HIM 110 ICD Coding
ECON 103 Principles of Economics I (Macro) ( <b>required for USF</b> ) or ECON 107 Consumer Economics	HIM 111 CPT Coding HIM 125 Current Health Care Comparative Applications
	OFS 100 Microsoft Outlook OFS 103 Advanced Document Formatting
	OFS 225 Advanced Administrative Documents OFS 110 Voice Recognition
	OFS 166 Microsoft Word for Windows I OFS 167 Microsoft Word for Windows II
	OFS 214 Microsoft Office Suite OFS 215 Advanced Microsoft Office
	OFS 143 Medical Machine Transcription OFS 210 Medical Administrative Procedures
	Electives, 4 s.h. selected from the following: ACCY 100, ACCY 101, CIS 211, CIS 213,, HIM 115, OFS 100, OFS 102, OFS 106, OFS 290, MGMT 101

***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  
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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
<b>General Education Requirements, 21 s.h.</b> (Note: All courses are 3 s.h. unless indicated otherwise.)	
ENGL 210 Writing for Professionals	Must be taken at USF
GENS 201 Research and Decision Making	Must be taken at USF
THEO 206 Christianity in the Modern World	Must be taken at 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

HCLD 310 Management in Health Care Organizations (3 s.h.)
HCLD 336 Ethics in Healthcare (3 s.h.)
HCLD 342 Health Care Delivery (3 s.h.)
HCLD 345 Health Information Management (3 s.h.)
HCLD 346 Healthcare Accounting & Budgeting (3 s.h.)
HCLD 347 Healthcare Law, Regulation & Policy (3 s.h.)
HCLD 403/603 Organization & Human Resource Mgt (3-4 s.h.)
HCLD 407/607 Medical Sociology (3-4 s.h.)
PUBH 314 Epidemiology (3 s.h.)
<b>You are able to take two graduate courses while enrolled in the undergraduate program.</b>
<b>If needed, you can select from the following Health Care Leadership electives:</b>
Applied Health Care Management I (3), Applied Health Care Management II (3), Organizational Development (3), Business, Society, and Environment (3), Service Management (3), Managerial Communication (3), Interpersonal Communication in the Workplace (3), Team Building & Development (3), Technology in Leadership (3), Strategies for Change (3), Human Resource Issues for Leaders (3), Contemporary Issues in Leadership (3), Performance Improvement (3), Topics (1-3), Assigned Research in Leadership (1-3), Public Health (3), Global Health (3)

9.10.14

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