



ACADEMIC ARTICULATION AGREEMENT

A.S in Medical Coding and Billing Specialist-MCBS at Springfield Technical Community College, Springfield, MA and B.A. in Healthcare Management Program Elms College, Chicopee, MA

The above institutions hereby enter into an agreement for the transfer of Springfield Technical Community College graduates from the *A.S in Medical Coding and Billing Specialist* degree program into the Elms College Healthcare Management (HCM) programs in Chicopee and Holyoke, MA.

Objectives of this Agreement:

1. To attract qualified students from Springfield Technical Community College to full-time, part-time, on campus, off campus, and online Healthcare Management program options offered by Elms College.
2. To promote a seamless transition for students from Springfield Technical Community College's Associate's degree in *Medical Coding and Billing Specialist* to part-time or full-time status in Elms College Healthcare Management programs with sites in Chicopee and Holyoke, MA: Main Campus (Chicopee), Online and, Holyoke Community College (Holyoke).
3. To promote a seamless transition for any Associate's degree graduate from Springfield Technical Community College who meets the entry requirements and chooses to enroll in an Elms College Bachelor's degree program in Healthcare Management.
4. To provide informational materials and guidelines to Springfield Technical Community College students considering enrollment in Elms College Healthcare Management programs.

Stipulations of this Agreement:

1. This articulation agreement will be in effect for five years and will be renewable for another five years by consent of Springfield Technical Community College and Elms College. This articulation agreement can be reviewed within 90 days after written notice by either party.
2. Elms College provides the opportunity for students to complete their chosen Healthcare Management Bachelor's degree program within two years from the date of enrollment.
3. This articulation agreement will be in force, and should be considered the entire agreement, until superseded by a formal contract between Elms College and Springfield Technical Community College that explicitly replaces this agreement.

4. This agreement will apply to Springfield Technical Community College transfer students who have completed an Associate's degree. At the time of application, students must have a minimum grade point average of 2.25.
5. This agreement guarantees that students who earn an Associate's degree in *Medical Coding and Billing Specialist* at Springfield Technical Community College will enter the Elms B.A. in Healthcare Management Program with at least 60 transfer credits. All additional courses taken to satisfy major requirements must meet the standards set by the Business Division at Elms College.
6. Transfer students previously designated will hold third year status in the Elms College Bachelor's degree completion programs in Healthcare Management in Chicopee, online, and at the Holyoke Community College campus based on the number of credits accepted in transfer.
7. Transfer students to the Elms College main campus on-site Healthcare Management program may transfer up to a maximum of 75 credits from Springfield Technical Community College towards a Bachelor's degree.
8. Transfer students to the Elms College off campus and online Healthcare Management programs may transfer up to a maximum of 78 credits from Springfield Technical Community College towards a Bachelor's degree.
9. Springfield Technical Community College students will be given transfer credit for satisfactorily completing Elms College core requirements, general education requirements, and any acceptable equivalent Healthcare Management program requirements, up to the maximum allowed for transfer or necessary to satisfy graduation requirements, at time of admission.

Review and Revision Procedures:

1. Review of this agreement shall take place at least every two years or as needed from the date of the signed agreement. Mark Chustz, Assistant Professor of Healthcare Management at Elms College and Tracey McKethan, Professor/Department Chair/HIIM Program Director - Health Information Technology at STCC will be responsible for the review.
2. At the request of either party, a review of the contents or implementation of this agreement will be conducted by the programs.
3. Mark Chustz and Tracey McKethan may make changes in the attached course sequence and list of courses accepted for Elms transfer credit without renegotiating the entire agreement.

Assistance Provisions:

1. Springfield Technical Community College and Elms College will list this articulation agreement on their websites and in appropriate print documents at their respective institutions.
2. Springfield Technical Community College and Elms College will collaborate in encouraging qualified students to participate in the Healthcare Management programs in Chicopee, online, and on the Holyoke Community campus by providing the necessary assistance and supports to assure a seamless transition between the two institutions.

Mutual Responsibilities:

1. Tracey McKethan, Professor/Department Chair/HIIM Program Director, Health Information Technology at STCC will advise students enrolled in the A.S. degree in *Medical Coding and Billing Specialist*. The attached program sequence and list of courses accepted for Elms College transfer credit assure maximum transfer of credits that meet the core requirements of Elms College and Healthcare Management program requirements.
2. Tracey McKethan and the Transfer Counselor at STCC along with the Associate Director of Admissions or his/her designee at Elms College and Wanda Banks Assistant Director of Off-Campus Programs at Elms or her designee will advise and assist transfer applicants in compiling the required credentials for transfer to Elms College Healthcare Management programs.
3. Transfer applicants from Springfield Technical Community College applying under this agreement shall be eligible for Elms College financial aid and housing consideration as appropriate to the selected Healthcare Management program option based on full time or part time status, on the main campus (Chicopee), off campus (HCC) or online.
4. The final acceptance of off- campus, part time, and online applicants comes from Elizabeth Hukowicz Dean of the School of Graduate and Professional Studies at Elms College. The final acceptance of full time applicants to Traditional Day program comes from Joseph Wagner, Director of Admissions at Elms College.



ELMS COLLEGE

Sr. Mary Reap, Ph.D.

President

Walter Breau, Ph.D.

Vice President of Academic Affairs

Elizabeth Hukowicz, Ed.D.

Dean of School of Graduate and Professional Studies

David Kimball, Sc.D.

Chair, Division of Business

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

John B. Cook, Ph.D.

President

Arlene Rodriguez, Ph.D.

Vice President of Academic Affairs

Leona R. Ittleman, J.D.

Dean of Business and Information Technologies

Medical Coding and Billing Specialist

Joseph Wagner, B.A.

Director of Admissions

Louisa Davis-Freeman, M.Ed., C.A.G.S.

Dean of Admissions

Mark Chustz, Ph.D.

Assistant Professor of Healthcare
Management

Tracey A. McKethan, M.B.A.

Professor/Department Chair/HIIM
Program Director



ASSOCIATE IN SCIENCE IN MEDICAL CODING AND BILLING SPECIALIST YEAR ONE, SEMESTER ONE			
Course Title and Number	Course Description	Credits	Equivalent at Elms
ENG 101	English Composition 1	3	Satisfies Rhetoric Requirement
BIO 104	Human Biology 1	3	Satisfies Science Core Requirement
BIO 104 L	Lab: Human Biology	1	
HIT 122	Introduction to Procedural Coding	3	Elective Credit
HIT 110	Health Office Basics	3	Elective Credit
MGT 101	Principles of Management	3	BUS 242 Principles of Management
		16 Credits	
ASSOCIATE IN SCIENCE IN MEDICAL CODING AND BILLING SPECIALIST YEAR ONE, SEMESTER TWO			
Course Title and Number	Course Description	Credits	Equivalent at Elms
ENG 102	English Composition 2: Introduction to Literature	3	Satisfies Literature Core Requirement
BIO 105	Human Biology 2	4	Elective Credit
HIT 120	Introduction to	4	Elective Credit

Medical Coding and Billing Specialist

	Diagnostic Coding		
HIT 111	Health Office Advanced	3	Elective Credit
BUS 101	Office Accounting	3	Elective Credit
		17 Credits	
ASSOCIATE IN SCIENCE IN MEDICAL CODING AND BILLING SPECIALIST YEAR TWO, SEMESTER ONE			
Course Title and Number	Course Description	Credits	Equivalent at Elms
HIT 125	Health Information Management	3	Elective Credit
HIT 130	Electronic Health Records	2	Elective Credit
HIT 260	Facility/Hospital Billing and Reimbursement	3	Elective Credit
HIT 265	Advanced Medical Coding	3	Elective Credit
CMP 106	Computer Basics: Concepts & Applications	3	BUS 221 Computer Applications
EL-GED	General Education Elective: Suggested History or Fine/Performing Arts course.	3	<i>Suggested:</i> Any History Course-Satisfies Core History Requirement OR Any Fine/Performing Arts Course –

			Satisfies Core Fine/Performing Arts Requirement
		17 Credits	
ASSOCIATE IN SCIENCE IN MEDICAL CODING AND BILLING SPECIALIST YEAR TWO, SEMESTER TWO			
Course Title and Number	Course Description	Credits	Equivalent at Elms
HIT 155	Health Claims and Insurance	2	Elective Credit
HIT 206	Preparation for the CCA Exam	1	Elective Credit
EL-HSM	Humanities, Social Science or Math Elective	3	<p><i>Suggested:</i> Any History Course- Satisfies Core History Requirement</p> <p>OR</p> <p>Any Fine/Performing Arts Course – Satisfies Core Fine/Performing Arts Requirement</p> <p>OR</p> <p>Social Science Course</p> <ul style="list-style-type: none"> • ENC I or II • PSY 101
EL-GED	General Education Elective	3	

Medical Coding and Billing Specialist

HIT 266 OR EL-BUSN	Field Study Internship MCBS Business Department Elective	3	
PSY 101 OR SOC 101	General Psychology Introduction to Sociology	3	Satisfies Social Science Core Requirement
		TOTAL 15 Credits	PROGRAM TOTAL 61 CREDITS



ELMS OPTION ONE: ACCELERATED 8-WEEK

**Bachelor of Arts Degree
Completion Program at HCC**

*in Healthcare Management**

2016-2018



ELMS COLLEGE

HEALTHCARE MANAGEMENT BACHELOR OF ARTS PROGRAM

(66 credits for last two years)

OFF CAMPUS (Holyoke Community College) - OPTION # 1

(Minimum of **42** Elms Credits and Minimum of **120** Credits to Graduate with a Baccalaureate Degree)

3RD YEAR [30 Credits]					
Session 1 Fall 1 (6 Credits) (1ST ½ Semester)	Session 2 Fall 2 (6 Credits) (2ND ½ Semester)	Session 3 Spring 1 (6 Credits) (1ST ½ Semester)	Session 4 Spring 2 (6 Credits) (2ND ½ Semester)	Session 5 Summer 1 (6 Credits) (1ST ½ Semester)	
HTH 200 Introduction to Healthcare (3 credits)	ACC 201 Accounting 1 (3 credits)	ACC 202 Accounting 2 (3 credits)	BUS 481 Career Preparation (3 credits)	Fine Arts Course (3 credits)	
*BUS 221 Computer Applications (3 credits)	History Course (3 credits)	BUS 248 Global Business (3 credits)	*BUS 252 Principles of Marketing (3 credits)	** BUS 342: Managerial Communications (3 credits)	
4TH YEAR [36 Credits]					
Session 6 Summer 2 (6 Credits) (2ND ½ Semester)	Session 7 Fall 1 (6 Credits) (1ST ½ Semester)	Session 8 Fall 2 (6 Credits) (2ND ½ semester)	Session 9 Spring 1 (6 Credits) (1ST ½ semester)	Session 10 Spring 2 (6 Credits) (2ND ½ Semester)	Session 11 Summer 1 (6 Credits) (1ST ½ Semester)
HTH 250Operations in Healthcare (3 credits)	BUS 345 Human Resource Management (3 credits)	HTH 350 Critical Issues in the Administration of Healthcare (3 credits)	SOC 214 Sociology of Healthcare (3 credits)	LEG 311 Health Law (3 credits)	REL 340 Spirituality and Values in Healthcare (3 credits)
*ECN 211 Economics 1 (3 credits)	ECN 212 Economics 2 (3 credits)	*PHI 248 Healthcare Ethics (3 credits)	*BUS 311 Principles of Financial Management (3 credits)	HTH 410 Capstone - Research and Leadership in Healthcare Portfolio (3 credits)	BUS 480 Business Strategy (3 credits)

***BUS 342: Managerial Communications in the Elms College Healthcare Management Degree Completion Program will NOT be waived. BUS 342 is a Communication Intensive course at Elms College with specific writing guidelines set by the college.**

*Courses with an asterisk (shaded in Light Green) are offered at the reduced rate.

- **15 hours of community service are required for this program.**

STCC CLASS ELIGIBILITY LIST for GENERAL EDUCATION & ELMS REQUIREMENTS:

FINE ARTS REQUIREMENT: Any 100 Level Art (ART), Music (MUS) or Theatre (THE) course.

HISTORY REQUIREMENT: Any 100 Level History (HIS) course.

HEALTHCARE MANAGEMENT TRANSFER CREDIT ELIGIBLE EQUIVALENT COURSES

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ELMS COLLEGE

ACC 101: Accounting I (4 credits)	ACC 201: Accounting I (3 credits)
ACC 102: Accounting II (4 credits)	ACC 202: Accounting II (3 credits)
CMP 106: Computer Applications (3 credits)	BUS 221: Computer Applications (3 credits)
ECN 101: Economics I (3 credits)	ECN 211: Macroeconomics (3 credits)
ECN 102: Economics II (3 credits)	ECN 212: Microeconomics (3 credits)
HIT 125 Health Information Management (3 credits)	HTH 200 Introduction to Healthcare (3 credits)
HIT 255 Law and Ethics in Healthcare (3 credits)	BUS 260: Legal Environment of Business (3 credits)
MGT 101: Principles of Management (3 credits)	BUS 242: Principles of Management (3 credits)
MKT 101: Principles of Marketing (3 credits)	BUS 252: Principles of Marketing (3 credits)

*Students can have a maximum total of 5 (3 Credit) classes [15 Credits Total] transferred from this acceptable Transfer List from STCC to Elms for the Off Campus (Holyoke) or Online completion Options. Up to a total of 17 Credits max may be accepted in general by Elms, if other courses are approved for Transfer credit.

*Students can have a maximum total of 4 (3 Credit) classes [12 Credits Total] transferred from this acceptable Transfer List from HCC to Elms for the Main Campus (Chicopee) Completion Option. Up to a total of 14 Credits max may be accepted in general by Elms, if other courses are approved for Transfer credit.



DEGREE COMPLETION PROGRAM IN HEALTHCARE MANAGEMENT

COURSE DESCRIPTIONS

The number in parentheses denotes the credits awarded for the course.

ACC 201-202 Principles of Accounting I and II (6)

In this two-semester course, students come to understand fundamental accounting principles and the framework of the accounting system. This course provides a foundation of knowledge concerning the preparation and use of financial statements; the accounting process of analyzing, recording, classifying, and interpreting business transactions; and the role of accounting in proprietorships and corporations. Conceptual problems analyzed include accounting for cash, inventories, depreciation, long-term debt, investments, and periodic income of the business enterprise. Emphasis is placed on the value of reliable financial information, financial statements, and cash flow by management, stockholders, investors, and others in the decision-making process.

BUS 211 Computer Applications for Business (3)

To meet the challenges created by the increasingly important role that technology plays in our society, in this course students will gain hands-on experience with the most recent and widely used software programs. Students will complete introductory and advanced projects in Excel. Students will learn to write an academic research report using Word. Learning to design and create a database using ACCESS will be the final course project.

BUS 242 Principles of Management (3)

Students learn the major concepts and principles of business organization and explore the management processes of planning, organizing, leading, and controlling. The emphasis of the course will be on the skills and knowledge needed to successfully manage an organization.

BUS 248 Global Business Environment (3)

This is a study of the economic, political, and operational impact of conducting business in an international environment. Emphasis is placed on the historical development of trade theory, the cultural and social impact of globalization, and an evaluation of the role that cultural differences have on doing business internationally. The course evaluates the global economic environment. In addition, linkages in communication, education, financial systems, and standards of living are examined in terms of how they limit and/or encourage trade. The impact of trade on business operations is also evaluated.

BUS 252 Principles of Marketing (3)

The role of consumers in society and their choices at the retail level are increasing dramatically. Consequently, the role of marketing in our society is discussed using a product, price, place, and promotional focus. This course is projected from the viewpoint of marketing management in a firm. The course focuses on providing students with an understanding of the latest marketing strategies such as internet marketing techniques.

BUS 260 Legal Environment of Business (3)

This course is an examination of the legal environment of business including traditional business law topics such as contracts, agency, and property. In addition, regulatory topics are included such as labor law, securities law, and antitrust. This course provides the student with the skills necessary to understand the relationships among business, government, and the law within the contemporary business environment.

BUS 311 Principles of Financial Management (3)

The principles underlying the nature, operation, and control of the corporation are studied through an analysis of its financial structure, practices, and policies. Emphasis is placed on financial markets, interest rates, the time value of money, financial analysis, and the analysis of short-term and long-term corporate financial decisions, including working capital management, capital budgeting, cost of capital, leverage, and debt and equity financing. This course is taught in the computer lab with extensive use of Excel. Prerequisites: MAT 109, ACC 202.

BUS 342 Managerial Communications (3)

Students develop the skills in effective business communication, beginning with organizing the message to fit the audience, the purpose, and the situation. They learn how to express themselves clearly and articulately, both orally and in writing, to listen actively, and to use effective leadership skills.

Prerequisites: BUS 242, 221.

BUS 345 Human Resource Management (3)

Students gain knowledge of key aspects of an effective human resource management system that recognizes employees as the most important asset. Topics covered include employee selection, training and development, compensation and benefits, motivation, discipline, grievance handling, labor unions, and the partnership between line managers and the human resource function.

Prerequisite: BUS 242.

BUS 480 Business Strategy (3)

This business course is the culminating capstone course for all students majoring in accounting or business, and is designed to reinforce and test what they have learned throughout their coursework. Students work in competitive teams to bring together key concepts and skills from accounting, economics, finance, management, law, and marketing. A business ethics component focuses on helping students develop a framework for making ethical decisions. The organizing element of the course is an online international business simulation. This is a sophisticated model of a competitive business environment that requires teams to analyze data, consider options, test decisions, and then put their business judgment on the line against other teams. The course will be taught in the computer lab, and students will make several formal business presentations to faculty and community business leaders. Students in this course will also complete the comprehensive business exam.

Prerequisite: All 200 and 300 level business management required courses must be completed, and student must have senior standing.

BUS 481 Career Development (1)

This course is designed to assist students with career exploration and to prepare them to be competitive candidates during the job search process. This course covers the following topics: career planning, resume building, interview skills, and the power of networking. Students learn the importance of self-efficacy to achieve personal and professional success. The importance of being an ethically-oriented

leader will be presented as part of the career development process.

ECN 211 Economics I (3)

This course involves the macro-study of the American economic system. Topics include concepts of national income and employment theory, determinants of unemployment rates, inflation rates, GNP, and public policy tools that can be used to promote macroeconomic goals.

ECN 212 Economics II (3)

This course involves the micro-study of the American economic system. Topics include the characteristics of the American private enterprise economy including the basic concepts of demand, supply, production, prices, allocation of resources, and distribution of income.

Prerequisite: ECN 211.

HTH 200 Introduction to Healthcare (3)

This course is an introduction to the current healthcare industry. The course explores government and economic influences on health service systems. Topics include health policy, patient rights, reimbursement, risk management, delivery models and leadership styles in the health service field.

HTH 250 Operations in Healthcare (3)

This course introduces the internal operating environments of healthcare organizations. Topics include organizational relationships and communication structures between and among patients, providers, administrators, risk managers and information systems specialists. Access, patient satisfaction, and outcomes are discussed.

HTH 350 Critical Issues in the Administration of Healthcare (3)

This course examines critical issues which impact healthcare organizations, providers and patients. There is an in-depth examination of legal, cultural and ethical issues as they relate to organizational structure, quality of care, quality of life and values in the delivery of health services.

HTH 410 Capstone: Research and Leadership in Healthcare Portfolio (3)

This is a problem-based course in which students' research, design, and evaluate projects that will improve the healthcare field.

LEG 311 Health Law (3)

In this course, students examine a broad range of legal issues affecting health care delivery, including the structure of the healthcare system, reimbursement methods (Medicare, Medicaid, third party insurance, and prepaid health plans such as H.M.O.s), medical malpractice, and the complex issues involved in making decisions about medical treatment (informed consent and physician-assisted suicide).

PHI 248 Healthcare Ethics (3)

This course examines current controversies and ethical problems that arise in the healthcare setting. Frameworks for making justified moral decisions are explored, and case studies are presented for practice in the application of moral theory.

REL 340 Spirituality and Values in Healthcare (3)

This course will explore spirituality and values capable of sustaining healthcare providers in an increasingly-complex workplace.

SOC 214 Sociology of Healthcare (3)

This course provides an introduction to the sociology of health, illness, and healthcare in the United States. Students will examine how health, disease, and medical care are socially created and defined, and how social contexts influence these definitions. Some of the topics to be covered include health care reform, social sources of wellness, and a sociological analysis of the health care system and its practitioners. Throughout the course, students will be encouraged to consider the diverse ways in which sex, race, ethnicity, social class and more broadly, power, affect health, illness, longevity, and healthcare.



ELMS OPTION TWO: Online

Bachelor of Arts Degree Completion Program

in Healthcare Management

2016-2018



ELMS COLLEGE

HEALTHCARE MANAGEMENT BACHELOR OF ARTS PROGRAM (66 Credits for last 2 Years)

ONLINE - OPTION # 2

(Minimum of **42** Elms Credits and Minimum of **120** Credits to Graduate w/ Baccalaureate Degree)

3 RD YEAR [30 Credits]					
Session 1 Fall 1 (6 Credits) (1 ST ½ Semester)	Session 2 Fall 2 (6 Credits) (2 ND ½ semester)	Session 3 Spring 1 (6 Credits) (1 ST ½ Semester)	Session 4 Spring 2 (6 Credits) (2 ND ½ semester)	Session 5 Summer 1 (6 Credits) (1 ST ½ Semester)	
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History Course (3 credits)	BUS 345 Human Resource Management (3 credits)	HTH 350 Critical Issues in the Administration of Healthcare (3 credits)	SOC 214 Sociology of Healthcare (3 credits)	LEG 311 Health Law (3 credits)	REL 340 Spirituality and Values in Healthcare (3 credits)
ECN 211 Economics 1 (3 credits)	ECN 212 Economics 2 (3 credits)	* PHI 248 Healthcare Ethics (3 credits)	*BUS 311 Principles of Financial Management (3 credits)	HTH 410 Capstone - Research and Leadership in Healthcare Portfolio (3 credits)	BUS 480 Business Strategy (3 credits)

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Prerequisites: BUS 242, 221.

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Students gain knowledge of key aspects of an effective human resource management system that recognizes employees as the most important asset. Topics covered include employee selection, training and development, compensation and benefits, motivation, discipline, grievance handling, labor unions, and the partnership between line managers and the human resource function.

Prerequisite: BUS 242.

BUS 480 Business Strategy (3)

This business course is the culminating capstone course for all students majoring in accounting or business, and is designed to reinforce and test what they have learned throughout their coursework. Students work in competitive teams to bring together key concepts and skills from accounting, economics, finance, management, law, and marketing. A business ethics component focuses on helping students develop a framework for making ethical decisions. The organizing element of the course is an online international business simulation. This is a sophisticated model of a competitive business environment that requires teams to analyze data, consider options, test decisions, and then put their business judgment on the line against other teams. The course will be taught in the computer lab, and students will make several formal business presentations to faculty and community business leaders. Students in this course will also complete the comprehensive business exam.

Prerequisite: All 200 and 300 level business management required courses must be completed, and student must have senior standing.

BUS 481 Career Development (1)

This course is designed to assist students with career exploration and to prepare them to be competitive candidates during the job search process. This course covers the following topics: career planning, resume building, interview skills, and the power of networking. Students learn the importance of self-efficacy to achieve personal and professional success. The importance of being an ethically-oriented

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This course involves the micro-study of the American economic system. Topics include the characteristics of the American private enterprise economy including the basic concepts of demand, supply, production, prices, allocation of resources, and distribution of income.

Prerequisite: ECN 211.

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LEG 311 Health Law (3)

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ELMS OPTION THREE: Traditional Day Program

**Bachelor of Arts Degree
Completion Program**

in Healthcare Management



ELMS COLLEGE
HEALTHCARE MANAGEMENT BACHELOR OF ARTS PROGRAM (66 Credits for last 2 Years)
MAIN CAMPUS (Chicopee, MA) - OPTION # 3
 (Minimum of **45** Elms Credits and Minimum of **120** Credits to Graduate w/ Baccalaureate Degree)

3RD Year: [36 Credits]					
FALL REGULAR SEMESTER (All 18 credits run the full semester)					
BUS 221 Computer Applications (3 credits)	ACC 201 Accounting I (3 credits)	HTH200 Introduction to Health Care (3 credits)	History Course (3 credits)	HTH250 Operations in Health Care (3 credits)	ECN211 Macro-economics (3 credits)
SPRING REGULAR SEMESTER (All 18 credits run the full semester)					
BUS 252 Principles of Marketing (3 credits)	ACC 202 Accounting II (3 credits)	SOC 214 Sociology of Healthcare (3 credits)	BUS 248 Global Business Environment (3 credits)	ECN 212 Micro-economics (3 credits)	PHI 248 Health Care Ethics (3 credits)
4TH Year: [30 Credits]					
FALL REGULAR SEMESTER (All 15 credits run the full semester)					
Fine Arts Course (3 credits)	HTH 350 Critical Issues in the Administration of Healthcare (3 credits)	**BUS342 Managerial Communications (3 credits)	BUS 345 Human Resource Management (3 credits)	Any Religion Course (3 credits)	
SPRING REGULAR SEMESTER (All 15 credits run the full semester)					
BUS 481 Career Development (3 credits)	LEG 311 Health Law (3 credits)	HTH 410 CAPSTONE - Research and Leadership in Health Care (3 credits)	BUS 482 Internship (3 credits)	BUS 480 Business Strategy (3 credits)	

****BUS 342: Managerial Communications in the Elms College Healthcare Management Degree Completion Program will NOT be waived. BUS 342 is a Communication Intensive course at Elms College with specific writing guidelines set by the college.**

- 15 hours of community service are required for this program.

STCC CLASS ELIGIBILITY LIST for GENERAL EDUCATION & ELMS REQUIREMENTS:

FINE ARTS REQUIREMENT: Any 100 Level Art (ART), Music (MUS) or Theatre (THE) course.

HISTORY REQUIREMENT: Any 100 Level History (HIS) course.

HEALTHCARE MANAGEMENT TRANSFER CREDIT ELIGIBLE EQUIVALENT COURSES

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ELMS COLLEGE

ACC 101: Accounting I (4 credits)	ACC 201: Accounting I (3 credits)
ACC 102: Accounting II (4 credits)	ACC 202: Accounting II (3 credits)
CMP 106: Computer Applications (3 credits)	BUS 221: Computer Applications (3 credits)
ECN 101: Economics I (3 credits)	ECN 211: Macroeconomics (3 credits)
ECN 102: Economics II (3 credits)	ECN 212: Microeconomics (3 credits)
HIT 125 Health Information Management (3 credits)	HTH 200 Introduction to Healthcare (3 credits)
HIT 255 Law and Ethics in Healthcare (3 credits)	BUS 260: Legal Environment of Business (3 credits)
MGT 101: Principles of Management (3 credits)	BUS 242: Principles of Management (3 credits)
MKT 101: Principles of Marketing (3 credits)	BUS 252: Principles of Marketing (3 credits)

***Students can have a maximum total of 5 (3 Credit) classes [15 Credits Total] transferred from this acceptable Transfer List from STCC to Elms for the Off Campus (Holyoke) or Online completion Options. Up to a total of 17 Credits max may be accepted in general by Elms, if other courses are approved for Transfer credit.**

***Students can have a maximum total of 4 (3 Credit) classes [12 Credits Total] transferred from this acceptable Transfer List from HCC to Elms for the Main Campus (Chicopee) Completion Option. Up to a total of 14 Credits max may be accepted in general by Elms, if other courses are approved for Transfer credit.**



DEGREE COMPLETION PROGRAM IN HEALTHCARE MANAGEMENT

COURSE DESCRIPTIONS

The number in parentheses denotes the credits awarded for the course.

ACC 201-202 Principles of Accounting I and II (6)

In this two-semester course, students come to understand fundamental accounting principles and the framework of the accounting system. This course provides a foundation of knowledge concerning the preparation and use of financial statements; the accounting process of analyzing, recording, classifying, and interpreting business transactions; and the role of accounting in proprietorships and corporations. Conceptual problems analyzed include accounting for cash, inventories, depreciation, long-term debt, investments, and periodic income of the business enterprise. Emphasis is placed on the value of reliable financial information, financial statements, and cash flow by management, stockholders, investors, and others in the decision-making process.

BUS 211 Computer Applications for Business (3)

To meet the challenges created by the increasingly important role that technology plays in our society, in this course students will gain hands-on experience with the most recent and widely used software programs. Students will complete introductory and advanced projects in Excel. Students will learn to write an academic research report using Word. Learning to design and create a database using ACCESS will be the final course project.

BUS 242 Principles of Management (3)

Students learn the major concepts and principles of business organization and explore the management processes of planning, organizing, leading, and controlling. The emphasis of the course will be on the skills and knowledge needed to successfully manage an organization.

BUS 248 Global Business Environment (3)

This is a study of the economic, political, and operational impact of conducting business in an international environment. Emphasis is placed on the historical development of trade theory, the cultural and social impact of globalization, and an evaluation of the role that cultural differences have on doing business internationally. The course evaluates the global economic environment. In addition, linkages in communication, education, financial systems, and standards of living are examined in terms of how they limit and/or encourage trade. The impact of trade on business operations is also evaluated.

BUS 252 Principles of Marketing (3)

The role of consumers in society and their choices at the retail level are increasing dramatically. Consequently, the role of marketing in our society is discussed using a product, price, place, and promotional focus. This course is projected from the viewpoint of marketing management in a firm. The course focuses on providing students with an understanding of the latest marketing strategies such as internet marketing techniques.

BUS 260 Legal Environment of Business (3)

This course is an examination of the legal environment of business including traditional business law topics such as contracts, agency, and property. In addition, regulatory topics are included such as labor law, securities law, and antitrust. This course provides the student with the skills necessary to understand the relationships among business, government, and the law within the contemporary business environment.

BUS 311 Principles of Financial Management (3)

The principles underlying the nature, operation, and control of the corporation are studied through an analysis of its financial structure, practices, and policies. Emphasis is placed on financial markets, interest rates, the time value of money, financial analysis, and the analysis of short- term and long-term corporate financial decisions, including working capital management, capital budgeting, cost of capital, leverage, and debt and equity financing. This course is taught in the computer lab with extensive use of Excel. Prerequisites: MAT 109, ACC 202.

BUS 342 Managerial Communications (3)

Students develop the skills in effective business communication, beginning with organizing the message to fit the audience, the purpose, and the situation. They learn how to express themselves clearly and articulately, both orally and in writing, to listen actively, and to use effective leadership skills.

Prerequisites: BUS 242, 221.

BUS 345 Human Resource Management (3)

Students gain knowledge of key aspects of an effective human resource management system that recognizes employees as the most important asset. Topics covered include employee selection, training and development, compensation and benefits, motivation, discipline, grievance handling, labor unions, and the partnership between line managers and the human resource function.

Prerequisite: BUS 242.

BUS 480 Business Strategy (3)

This business course is the culminating capstone course for all students majoring in accounting or business, and is designed to reinforce and test what they have learned throughout their coursework. Students work in competitive teams to bring together key concepts and skills from accounting, economics, finance, management, law, and marketing. A business ethics component focuses on helping students develop a framework for making ethical decisions. The organizing element of the course is an online international business simulation. This is a sophisticated model of a competitive business environment that requires teams to analyze data, consider options, test decisions, and then put their business judgment on the line against other teams. The course will be taught in the computer lab, and students will make several formal business presentations to faculty and community business leaders. Students in this course will also complete the comprehensive business exam.

Prerequisite: All 200 and 300 level business management required courses must be completed, and student must have senior standing.

BUS 481 Career Development (1)

This course is designed to assist students with career exploration and to prepare them to be competitive candidates during the job search process. This course covers the following topics: career planning, resume building, interview skills, and the power of networking. Students learn the importance of self-efficacy to achieve personal and professional success. The importance of being an ethically-oriented

leader will be presented as part of the career development process.

ECN 211 Economics I (3)

This course involves the macro-study of the American economic system. Topics include concepts of national income and employment theory, determinants of unemployment rates, inflation rates, GNP, and public policy tools that can be used to promote macroeconomic goals.

ECN 212 Economics II (3)

This course involves the micro-study of the American economic system. Topics include the characteristics of the American private enterprise economy including the basic concepts of demand, supply, production, prices, allocation of resources, and distribution of income.

Prerequisite: ECN 211.

HTH 200 Introduction to Healthcare (3)

This course is an introduction to the current healthcare industry. The course explores government and economic influences on health service systems. Topics include health policy, patient rights, reimbursement, risk management, delivery models and leadership styles in the health service field.

HTH 250 Operations in Healthcare (3)

This course introduces the internal operating environments of healthcare organizations. Topics include organizational relationships and communication structures between and among patients, providers, administrators, risk managers and information systems specialists. Access, patient satisfaction, and outcomes are discussed.

HTH 350 Critical Issues in the Administration of Healthcare (3)

This course examines critical issues which impact healthcare organizations, providers and patients. There is an in-depth examination of legal, cultural and ethical issues as they relate to organizational structure, quality of care, quality of life and values in the delivery of health services.

HTH 410 Capstone: Research and Leadership in Healthcare Portfolio (3)

This is a problem-based course in which students' research, design, and evaluate projects that will improve the healthcare field.

LEG 311 Health Law (3)

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