CONSIDERING A CAREER IN HEALTH CARE?

It’s certainly a great field to be in! Not only are you contributing to the well-being of society, you are also rewarded with tremendous job stability and opportunity for advancement. In fact, the rate of employment in health care continues to grow at a much faster pace than any other industry. Since people continue to live longer, the demand for qualified health care workers shows no sign of slowing!

WHICH HEALTH CARE CAREER IS RIGHT FOR YOU?

As you search for a career path that will best suit your strengths and interests, first consider whether you wish to perform direct patient care or a more administrative role.

Do you hate the sight of blood? Do needles make you nervous? If so, you might want to consider an administrative health care career such as medical office administration or medical billing & insurance coding. These fields require health care knowledge as well as strong organizational skills, and professionals in these fields should enjoy paperwork and be comfortable working at a desk and using a computer. If you are looking to advance in the business and management area of the health care sector, health care management and health information management professionals are in very high demand.

On the other hand, do you enjoy taking care of your friends and family when they are sick? Have you ever dreamt of becoming a nurse or doctor? If you answered yes, a career as a clinical medical assistant will have you taking patient vital signs, suturing wounds, and explaining medications to patients. While medical assisting is a very rewarding career, those interested in nursing often start as medical assistants to gain experience while studying to become nurses. Perhaps it’s not that clear-cut and you’d like a career that falls more in the middle. If you don’t want to give shots but you want to interact with people seeking help, working in the front office might be the best match for you. Medical office professionals and clerical medical assistants greet patients, schedule appointments, and help make sure the office runs smoothly.

WHATEVER YOUR ANSWER MAY BE, THERE’S DEFINITELY A PLACE IN THE HEALTH CARE FIELD FOR YOU!

This booklet will help introduce you to the careers mentioned above and give you an idea of the classes and skills each requires. Our Admissions Advisors are available and ready to answer your questions about these fields and the Herzing University Online health care programs and classes; feel free to call us toll-free at 1-866-508-0748.
OVERVIEW
Any facility providing patient care is in need of one or more management professionals to oversee the business aspects of the organization. This administrator must possess a thorough understanding of the health care industry as well as executive-level business skills in order to make proper management decisions while adhering to medical ethics, medical law and compliance with federal regulations. Health care managers are also facing the large-scale transition to a more technologically-based industry and must stay current on the technological trends of the health care field.

Health Care Administration careers offer advancement and increased earning potential as the administrator takes on additional responsibilities, either through promotion at the current employer or by accepting a position at a larger facility. Bachelor degree graduates with little or no industry experience typically start out as administrative assistants or department heads, while those with a master’s degree may enter the industry as an associate administrator or manager/supervisor of a department.

COURSE OUTLINE

BACHELOR OF SCIENCE DEGREE*
A minimum of 121 semester credit hours is required for graduation. Average length is 36 - 48 months.

The following are representative required courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Human Resource Management</td>
<td>2.0</td>
</tr>
<tr>
<td>Management of Patient Records</td>
<td>1.0</td>
</tr>
<tr>
<td>Health Care Quality</td>
<td>3.0</td>
</tr>
<tr>
<td>Epidemiology and Applied Health Care Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>Health Care Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>Accounting I</td>
<td>3.0</td>
</tr>
<tr>
<td>Introduction to Management</td>
<td>3.0</td>
</tr>
<tr>
<td>The Digital Firm and Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>Leadership and Team Dynamics</td>
<td>3.0</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>Organizational Behavior and Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>Quantitative Decision Making</td>
<td>3.0</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>Medical Law and Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>Health Care Finance</td>
<td>3.0</td>
</tr>
</tbody>
</table>

* Program content subject to change. Please check with your local campus for any updates.

GET CERTIFIED!
Herzing University Online prepares graduates with the knowledge and educational coursework to gain certification in their chosen career. Students can gain credentials from these organizations:

Professional Association of Health Care Office Management (PAHCOM):
• CMM - Certified Medical Manager

American Association of Healthcare Administrative Management (AAHAM):
• CPAM - Certified Patient Account Manager (hospital-based)
• CCAM - Certified Clinic Account Manager (physician-based)
• CPAT - Certified Patient Account Technician (hospital-based)
• CCAT - Certified Patient Account Technician (physician-based)
• CCT - Certified Compliance Technician

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MEDIAN ANNUAL SALARY: $88,750
The middle 50% of managers earned between $62,170 and $104,120.

Examples of position titles:
• Health Care Administrator
• Medical Office Manager
• Client Services Representative
• Human Resources Representative
• Clinical Services Supervisor

Employment of Medical and Health Services Managers is expected to grow at the faster-than-average rate of 16% through 2018 as the health care industry continues to expand and diversify.

Hospitals will continue to employ the most Health Care Managers, but employment will grow the fastest in practitioners’ offices and home health care agencies.


IS IT FOR YOU?
Medical assistants enjoy a very stable position in one of the fastest growing occupations in the health care industry. They typically have a varied work day and interact with many different people. Those who perform clinical duties enjoy providing direct patient care and are also comfortable working with blood and dressing patients’ wounds.

Some medical assistants use the position to gain experience in the health care field with the intention of continuing their studies for a career in nursing or health care management. Those interested in a career as a medical assistant should enjoy working with people, have a positive and helpful attitude, and be interested in learning about the human body.


Examples of position titles:
• Health Care Administrator
• Medical Office Manager
• Client Services Representative
• Human Resources Representative
• Clinical Services Supervisor

American Association of Healthcare Administrative Management (AAHAM):
• CPAM - Certified Patient Account Manager (hospital-based)
• CCAM - Certified Clinic Account Manager (physician-based)
• CPAT - Certified Patient Account Technician (hospital-based)
• CCAT - Certified Patient Account Technician (physician-based)
• CCT - Certified Compliance Technician

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HEALTH INFORMATION MANAGEMENT

OVERVIEW

Health Information Managers are responsible for the maintenance and security of all patient records in a facility. As the health care industry continues its transition to electronic management of patient data, health information professionals must also have an aptitude for technology and an understanding of computer systems and electronic security measures. They must keep up with current computer and software technology, as well as legislative laws and guidelines.

Health Information Managers are experts in medical coding and billing, disease processes, anatomy, physiology, and medical terminology. In addition, as patient data becomes more frequently used for quality management and medical research, professionals in this field must ensure that databases are complete, accurate and available only to authorized personnel.

HIM professionals typically manage one or more departments that work with patient records, such as medical billing and insurance coding departments, and they report directly to the organization president or CEO. Individuals pursuing this career should have strong health care knowledge as well as communication skills, management training and an understanding of the different components that make a business successful.

CAREER PATHS

Individuals trained as Health Information Managers can choose from many different career paths since they have knowledge in medical coding, business and computer science. Positions exist in all areas of the health care industry including doctors’ offices, insurance companies, hospitals, clinics and assisted living facilities.

Typically, new graduates in this field look for an entry-level position in health information management such as:
- Insurance Claims Analyst
- Coding Specialist
- Health Information Specialist
- Patient Information Coordinator
- Records Technician Specialist

After receiving some experience, advancement opportunities include:
- Health Information Management Department Director
- Health Information Management Systems Manager
- Data Quality Manager
- Health Information Administrator
- Information Security Officer

ASSOCIATE OF SCIENCE DEGREE*

A minimum of 64 semester credit hours is required for graduation.
Average length is 18 months.

Medical Terminology for Health Care Professionals**
Health Care Quality
Principles of Health Information Management**
Epidemiology and Applied Health Care Statistics
Health Care Data**
Advanced Health Care Information Systems
Research Methodologies
HIM Internship/Capstone**
Basic Diagnosis Coding**
Basic Procedure Coding**
Intermediate Diagnosis Coding**
Intermediate Procedure Coding**
Pathophysiology and Pharmacology**
Anatomy and Physiology I**
Anatomy and Physiology I Lab**
Anatomy and Physiology II**
Anatomy and Physiology II Lab**
Accounting I
Introduction to Management
The Digital Firm and Business Communications
Leadership and Team Dynamics
Principles of Marketing
Organizational Behavior and Human Relations
Quantitative Decision Making
Principles of Microeconomics
Medical Law and Ethics**
Health Care Finance

* Program content subject to change. Please check with your local campus for any updates.
** These courses required for both degrees.

GET CERTIFIED!

This program has been examined and approved by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), so graduates will be eligible to sit for the highly sought-after Registered Health Information Administrator (RHIA) credential offered through the American Health Information Management Association (AHIMA). And, since diagnosis and coding skills are a major part of this career, graduates will also be prepared to sit for coding-related certification exams offered through AHIMA and the American Academy of Professional Coders (AAPC).

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OVERVIEW

Medical assistants help with the daily duties of a medical office. They primarily work in outpatient settings, a rapidly growing sector of the health care industry. In smaller offices, they are usually “generalists,” handling both clinical and administrative work. Those in larger practices tend to specialize in a particular area.

Herzing University Online prepares students for a wide range of administrative and clinical duties.

Clinical duties vary according to state law, but include:
- taking patients’ vital signs
- preparing patients for and assisting the physician during examinations
- collecting and packaging lab specimens
- sterilizing medical instruments
- educating patients about medications and nutrition
- telephoning prescriptions to pharmacies
- removing sutures and dressing wounds

Administrative duties include:
- updating patient records
- arranging patient records
- completing insurance forms
- scheduling appointments
- performing medical billing and bookkeeping tasks

Examples of position titles:
- Medical Records Clerk
- Medical Office Assistant
- Medical Laboratory Assistant
- Medical Secretary
- Phlebotomist

Employment for Medical Assistants is projected to grow at the explosive rate of 34% through 2018 – that’s much faster than average, ranking it among the fastest growing occupations for the next 10 years.

Those with formal training or certification should have the best job opportunities.


IS IT FOR YOU?

Medical assistants enjoy a very stable position in one of the fastest growing occupations in the health care industry. They typically have a varied work day and interact with many different people. Those who perform clinical duties enjoy providing direct patient care and are also comfortable working with blood and dressing patients’ wounds.

Some medical assistants use the position to gain experience in the health care field with the intention of continuing their studies for a career in nursing or health care management. Those interested in a career as a medical assistant should enjoy working with people, have a positive and helpful attitude, and be interested in learning about the human body.

COURSE OUTLINE

ASSOCIATE OF SCIENCE DEGREE*
A minimum of 65 semester credit hours is required for graduation: 42 hours of required core courses, 21 hours of general education courses, and 2 hours of personal development courses. The program takes an average of 16-24 months to complete.

COLLEGE DIPLOMA*
A minimum of 48 semester credit hours is required for graduation: 46 hours of required courses and 2 hours of personal development courses. The program takes an average of 12-20 months to complete.

The following core courses are required for completion of either program:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>1 credit</td>
</tr>
<tr>
<td>Keyboarding</td>
<td>1 credit</td>
</tr>
<tr>
<td>Pathophysiology &amp; Pharmacology</td>
<td>2 credits</td>
</tr>
<tr>
<td>Medical Billing &amp; Insurance Procedures</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Business Operations</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Office Procedures</td>
<td>3 credits</td>
</tr>
<tr>
<td>Clinical Assisting I</td>
<td>3 credits</td>
</tr>
<tr>
<td>Clinical Assisting II</td>
<td>4 credits</td>
</tr>
<tr>
<td>Clinical Lab I</td>
<td>4 credits</td>
</tr>
<tr>
<td>Clinical Lab II</td>
<td>4 credits</td>
</tr>
<tr>
<td>Program Review</td>
<td>2 credits</td>
</tr>
<tr>
<td>Internship</td>
<td>4 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology I</td>
<td>3 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology I Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>Anatomy and Physiology II</td>
<td>3 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology II Lab</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

* Program content subject to change.
Please check with your local campus for any updates.

GET CERTIFIED!
Since Herzing Online’s Medical Assisting programs are accredited through ABHES, our Medical Assisting program graduates are eligible to sit for both the Certified Medical Assistant (AAMA) and Registered Medical Assistant (AMT) certification exams upon graduation!

INDUSTRY EXTERNSHIPS
The externship is an integral part of the medical assisting program at Herzing University Online. Each student works within a local medical office to observe and gain practical experience. This hands-on externship, supervised by trained medical professionals, will provide every student with an opportunity to acquire valuable experience that prepares them for successful careers as medical assistants.

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“The best decision I ever made was attending Herzing! Now I do not worry about providing for my children because, with the training I received at Herzing, I will always be able to find a good job.”

- Yolanda VanDruff, ASMBIC Grad, Class of ’07

## MEDICAL BILLING & INSURANCE CODING

### OVERVIEW

Medical Billing and Insurance Coding specialists play a vital role in every aspect of the health care industry. As health care providers transition from paper files to electronic patient files and billing systems, trained Medical Billing and Insurance Coding professionals are needed to efficiently handle this data. They ensure insurance companies and patients are billed correctly and that health care providers receive proper reimbursement for services rendered. While some employers combine the roles of medical billing and insurance coding into one position, larger facilities tend to employ specialists in each area.

Positions for medical billing and insurance coding specialists exist in all areas of the health care industry, including doctors’ offices, clinics, insurance companies, hospitals, outpatient care providers and assisted living centers.

### COURSE OUTLINE

**ASSOCIATE OF SCIENCE DEGREE**

A minimum of 65 semester credit hours is required for graduation: 39 hours of required courses, 21 hours of general education courses, 3 hours of electives, and 2 hours of personal development courses.

**COLLEGE DIPLOMA**

A minimum of 45 semester credit hours is required for graduation: 43 hours of required core courses and 2 hours of personal development courses.

The following courses are required for completion of either program:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Diagnosis Coding</td>
<td>3 credits</td>
</tr>
<tr>
<td>Basic Procedure Coding</td>
<td>3 credits</td>
</tr>
<tr>
<td>Intermediate Diagnosis Coding</td>
<td>3 credits</td>
</tr>
<tr>
<td>Intermediate Procedure Coding</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Billing and Insurance Procedures</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Business Operations</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Office Procedures</td>
<td>3 credits</td>
</tr>
<tr>
<td>Pathophysiology and Pharmacology</td>
<td>2 credits</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>1 credit</td>
</tr>
<tr>
<td>Keyboarding</td>
<td>1 credit</td>
</tr>
<tr>
<td>Anatomy and Physiology I</td>
<td>3 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology I Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>Anatomy and Physiology II</td>
<td>3 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology II Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>Program Review</td>
<td>2 credits</td>
</tr>
<tr>
<td>Internship</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

### WHAT IS... MEDICAL BILLING?

Medical Billing specialists are responsible for making sure the health care provider gets paid correctly. They enter data regarding the services performed into a medical billing software program, prepare statements for mailing, run electronic tracking reports to document account status, and work with patients and insurance companies to ensure timely payment.

Skills required for this profession include familiarity with medical terminology, anatomy, reading coding languages, and strong communication and people skills.

### INSURANCE CODING?

Every medical diagnosis or procedure must be assigned a code to ensure proper payment to the medical provider. The Insurance Coder conducts research to identify which code should be used and to determine if multiple procedures can be “bundled” together into a single code. The coding specialist must also recognize any inconsistent documentation of procedures in the patient chart and must have extensive knowledge of medical terminology, anatomy, physiology, and disease treatment.

Other skills required for a successful career in insurance coding include the thorough understanding of coding languages, organization, self direction, exceptional attention to detail, problem solving, and critical thinking for proper data analyzation.

### GET CERTIFIED!

**Becoming a certified coder, coupled with a formal education, speaks volumes about the skills of a coder.**

Reliable, qualified Medical Billing and Insurance Coding professionals who earn a recognized certification are in demand. When hiring new employees, employers compare the knowledge and skill of applicants by evaluating their education, experience, and industry credentials.

The certification exams offered through the American Health Information Management Association (AHIMA) and the American Academy of Professional Coders (AAPC) aren’t easy, but the Herzing University curriculum & internship help students prepare for success.

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“Medical Billing and Insurance Coding will especially be in demand and see the average rate of growth much faster than the average rate of growth for all occupations.”

“Those with a solid background in medical coding will especially be in demand and see the greatest number of job prospects.”

*Program content subject to change. Please check with your local campus for any updates.*

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Examples of position titles:

- Medical Coder
- Health Information Specialist
- Abstractor
- Medical Clerk
- Insurance Claims Analyst
- Data Quality Manager
OVERVIEW
As the demand for patient care continues to grow, health care providers need well-trained administrative professionals to run the medical office, ensuring the business aspect of the health care facility is functioning smoothly and efficiently.

While these medical office administration professionals must possess the same clerical skills required of any office specialist (computer/technology, communication, reception, organization), they also require a thorough understanding of the complexities unique to the health care industry. This includes medical ethics, medical law, medical billing and reimbursement, and compliance with federal regulations. In addition, they are often the first person to greet patients and, therefore, must be friendly and helpful. In this role, the medical office administration professional helps build the credibility of the provider and fosters loyalty and trust from the patient.

COURSE OUTLINE
ASSOCIATE OF SCIENCE DEGREE*
A minimum of 60 semester credit hours is required for graduation:
29 hours of required courses, 21 hours of general education courses, 7 hours of electives, and 3 hours of personal development classes.

COLLEGE DIPLOMA*
A minimum of 39 semester credit hours is required for graduation:
36 hours of required courses and 3 hours of personal development classes.

The following courses are required for completion of either program:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Applications</td>
<td>4 credits</td>
</tr>
<tr>
<td>Medical Business Operations</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Office Procedures</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Billing and Insurance Procedures</td>
<td>3 credits</td>
</tr>
<tr>
<td>Pathophysiology and Pharmacology</td>
<td>2 credits</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>1 credit</td>
</tr>
<tr>
<td>Keyboarding</td>
<td>1 credit</td>
</tr>
<tr>
<td>Internship/Work Experience</td>
<td>4 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology I</td>
<td>3 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology I Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>Anatomy and Physiology II</td>
<td>3 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology II Lab</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

* Program content subject to change. Please check with your local campus for any updates.

IS IT FOR YOU?
A career in Medical Office Administration is ideal for the individual who has an interest in health care but prefers clerical duties over direct patient care. Health care office personnel are rewarded with the satisfaction of helping patients in need by using their organization, communication and technology skills to ensure the doctor/hospital visit is an efficient & pleasant experience.

Examples of entry-level job titles include:
- Medical Office Assistant
- Health Information Administrator
- Billing Clerk
- Medical Records Clerk
- Medical Secretary
- Admitting Clerk

Employment in Medical and Health Care Administration careers will continue to grow at a rate that is much faster than the average for all occupations.


GET CERTIFIED!
Herzing University Online prepares graduates with the knowledge and educational coursework to gain certification in their chosen career. Students can gain credentials from these organizations:

**Professional Association of Health Care Office Management (PAHCOM):**
- CMM - Certified Medical Manager

**American Association of Healthcare Administrative Management (AAHAM):**
- CPAM - Certified Patient Account Manager (hospital-based)
- CCAM - Certified Clinic Account Manager (physician-based)

Please note: the two-year Associate in Medical Office Administration degree is required to fulfill the education requirement for the CPAM or CCAM exams.

- CPAT - Certified Patient Account Technician (hospital-based)
- CCAT - Certified Patient Account Technician (physician-based)
- CCT - Certified Compliance Technician

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**NURSING - RN to BSN BRIDGE**

If you’re already an RN, you know that a career in nursing offers continual growth and advancement. A bachelor’s degree is generally required for growth into higher-level nursing positions, and a master’s degree is required for some.

Some opportunities for upward mobility are:

- **Advanced Practice Nursing Role** – Clinical nurse specialists, nurse anesthetists, nurse-midwives, and nurse practitioners
- **Education Role** – Teach in a college, university, or hospital setting
- **Administrative Role** – Manage a department or clinical specialty area
- **Consulting Role**
- **Research Role**

**CONVENIENT ONLINE CLASSES**

Classes are taught online so students in the BSN Bridge program can continue working as an RN while preparing for the next chapter in their career. At Herzing, you log in when it’s convenient for you, so you never have to worry about missing class due to a conflicting or changing work schedule.

**ADMISSIONS REQUIREMENTS**

To enroll in the RN-BSN Bridge degree program, prospective students must possess an:

1. Unrestricted, active registered nurse (RN) license to practice nursing
2. Associate degree or diploma in nursing from a nationally or regionally accredited college or university
3. Overall minimum GPA of 2.5 on 4.0 scale

**Transfer Credits in Nursing and Open Electives**

**Transfer Credits in Nursing** - Up to 50 semester credit hours from nursing core courses may be transferred from an associate of diploma in nursing.

**Open Elective Credits** - Students not transferring 50 semester credit hours in nursing core courses may make up the difference with open electives.

Note: Since the decision to accept credit from another institution is entirely at the discretion of the receiving institution, students interested after graduation in applying to a Master of Nursing program at a college or university other than Herzing University should check with the school to which they desire to transfer prior to enrolling in this program.

**BACHELOR OF SCIENCE IN NURSING - BRIDGE**

This 130-semester credit hour Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) completion program is open to licensed, registered nurses who have completed an associate degree in nursing or a diploma in nursing from a nationally or regionally accredited college or university. The curriculum offers advanced nursing concepts that prepare nurse leaders, managers, critical thinkers, and change-agents and provides a strong foundation for entry into graduate-level nursing programs. The Herzing University online BSN Bridge degree allows for a generous number of open electives in order to transfer in credits from prior accredited learning (review policy for transfer credits in the course catalog).

**BACHELOR OF SCIENCE DEGREE**

A minimum of 130 semester credit hours is required for graduation.

*The following courses are required for the Bachelor Degree.*

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Role Transition</td>
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</tr>
<tr>
<td>Advanced Pathophysiology</td>
<td>3.0</td>
</tr>
<tr>
<td>Legal and Ethical Issues in Nursing</td>
<td>3.0</td>
</tr>
<tr>
<td>Health Assessment &amp; Promotion Across the Lifespan</td>
<td>3.0</td>
</tr>
<tr>
<td>Conceptual Models of Nursing Practice</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Informatics</td>
<td>3.0</td>
</tr>
<tr>
<td>Evidence-Based Nursing Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>National and Global Health</td>
<td>3.0</td>
</tr>
<tr>
<td>Nursing Leadership and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>Community Nursing</td>
<td>3.0</td>
</tr>
<tr>
<td>Community Nursing Clinical</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*Program content subject to change. Please check with your local campus for any updates.*

**NURSING CAREERS AND NURSING SALARIES**

As a nurse, you are already in high demand. It’s common knowledge the national shortage for nurses will keep increasing as the population lives longer. As a result, any occupation in the nursing field offers job security, and most offer a comprehensive benefits package.

Higher positions in the nursing field pay higher salaries, offer more responsibility and prestige, and may be all-around more fulfilling as your long-term career goal. And, as the single largest profession in the health care industry (over 2.5 million RNs), the Bachelor of Science in Nursing degree helps to differentiate which RNs are capable of handling promotion.

**RN SALARY**

Once an RN earns a BSN, a whole new set of opportunities are available. Promotion to higher positions result in higher nurse salaries. These positions include:

- Department head
- Administrator
- Nurse practitioners
- Nurse anesthetists

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Hopefully this guide has given you a better idea of what careers are available in the health care field. The next step: **decide which one is best for you, and then go for it!**

- **Course schedule** – is it flexible enough to work with your other responsibilities?
- **Curriculum** – will the course instruction adequately prepare you for entering the field at graduation?
- **Student support** – will you have easy access to your instructors? Will you receive help when you have questions?
- **Career services** – how will the school help you land that first job? What percent of new graduates find work in their field?
- **Accreditation** – is the school properly accredited so your degree or diploma will have meaning to employers?

The school you select will affect your future, so be sure to take your time, ask questions, and choose the school that will help you stand out to prospective employers.
ABOUT HERZING UNIVERSITY

HERZING UNIVERSITY was founded by Henry and Suzanne Herzing in 1965 and has since grown to include campuses in eight U.S. states plus the Online Campus, which is headquartered with the Herzing Administrative Offices in Milwaukee, Wis. With undergraduate and graduate educational programs in Business, Health Care, Technology, Public Safety and Design, Herzing’s career-focused educational programs are designed to give students real-world skills and knowledge so they are ready to begin working in their field of study at graduation.

FLEXIBILITY & CONVENIENCE OF ONLINE
The Herzing University Online course structure allows you to attend class on your schedule—no need to put your life on hold to finish your degree! We never require you to be online at a specific time, giving you the ultimate flexibility in managing your home, work and academic life. You can log in from any place that has a computer and internet access, so your classroom can be your living room, office or neighborhood park.

Students typically take about two classes at a time and spend 8-10 hours per class on school work each week; this includes reading from textbooks, posting to the discussion boards, and completing any written assignments or tests. Students should plan on logging into the virtual classroom at least four times per week for an online weekly total of approximately three hours.

THE VERY BEST IN STUDENT SUPPORT
As a Herzing University Online student, you’ll receive one-on-one support from a team of Herzing staff members ready to help you reach your educational and career goals.

■ Your Admissions Advisor, Student Services Advisor and Financial Aid Advisor are ready to help you get started and create a plan for success.
■ In class, all Herzing University Online instructors are available by internal message and phone when you need extra help and can provide tutoring via a real-time, interactive interface.
■ Technical support is available 24/7, so no matter what time you are able to log into class, someone is there to help if you need it.
■ Career Services will coach you through updating your résumé, interviewing techniques and finding your first job (or negotiating a promotion).

GET STARTED ON YOUR HEALTH CARE CAREER WITH HERZING UNIVERSITY ONLINE
The primary focus of Herzing University is the success of our students, and that means preparing them for employment or promotion in their field upon graduation. Our Career Services department has established relationships with employers across the United States, and we will coach you on résumé writing, interviewing, and negotiation techniques that will help you wow your potential or current employer.

GRADUATE DEGREES
Master of Business Administration • MBA - Technology Management
MBA - Health Care Management • MBA - Business Management

Students enrolled in a Herzing University bachelor’s degree program who are interested in pursuing a master’s degree have three ways to save time and money with the Herzing University online MBA!

1. Dual enrollment – This program allows current bachelor’s degree students the opportunity to exchange two business (BU) or open elective courses for two MBA courses during their senior year.
2. Course exemption – Those students enrolled in a Herzing University business or management-oriented bachelor’s degree program may exempt the MBA prerequisite course, MBA 500 Business Fundamentals.
3. Herzing bachelor’s degree students and alumni receive a 15% tuition discount on their master’s degree courses!

CALL AN ADMISSIONS ADVISOR TOLL-FREE AT
1-866-508-0748 ext. 832
TO LEARN MORE!

www.HerzingOnline.edu ■ admissions@onl.herzing.edu