WESTERN GOVERNORS UNIVERSITY

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Program Guidebook

Bachelor of Science, Health Information Management

The Bachelor of Science in Health Information Management provides a solid foundation in computer information systems and technologies for healthcare organizations including healthcare regulation, project management of health systems, databases, and security. In addition to the health information management content, the degree program includes a broad collegiate education. The program is designed for those who have some technical or clinical knowledge in a health care environment and are ready to move to increased levels of expertise and knowledge in the health information management field. The health information management component of the Bachelor of Science program consists of the following areas of study: Healthcare Data, Health Information Technology, Medical Terminology, Pathophysiology and Pharmacology. There are a number of other areas of study that students master including Fundamentals of IT in Healthcare, Legal and Ethical Considerations in Healthcare, Leadership and Management, Anatomy and Physiology, Healthcare Compliance and Coding, Project Management, Financial Resource Management, and Healthcare Statistics. There are two professional practice experiences required with a portfolio project in each. At the end of the program students complete a capstone project.

Understanding the Competency-Based Approach

Practically speaking, what does it mean when we say that WGU's programs are competency-based? Unlike traditional universities, WGU does not award degrees based on credit hours or on a certain set of required courses. Instead, you will earn your degree by demonstrating your skills, knowledge, and understanding of important concepts through a series of carefully designed courses.

Progress through your degree program is governed not by classes but by satisfactory completion of the required courses that demonstrate your mastery of the competencies. Of course, you will need to engage in learning experiences as you brush up on competencies or develop knowledge and skills in areas in which you may be weak. For this learning and development, WGU has a rich array of learning resources in which you may engage under the direction of your student mentor. You will work closely with your mentor to schedule your program for completing the courses. You will also work closely with additional faculty members as you proceed through courses of study that are designed to lead you through the content you must master in order to pass the assessment(s) for each course.

The benefit of this competency-based system is that it makes it possible for people who are knowledgeable about a particular subject to make accelerated progress toward completing a WGU degree, even if they lack college experience. You may have gained skills and knowledge of a subject while on the job, accumulated wisdom through years of life experience, or, indeed, taken a course on a particular subject. WGU will award your degree based on the skills and knowledge that you possess and can demonstrate—not the number of credits hours on your transcript.

Accreditation

Western Governors University is the only university in the history of American higher education to have earned accreditation from four regional accrediting commissions. WGU's accreditation was awarded by (1) the Northwest Commission on Colleges and Universities, (2) the Higher Learning Commission of the North Central Association of Colleges and Schools, (3) the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, and (4) the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges. The university's accreditation status is now managed by the Northwest Commission on Colleges and Universities (NWCCU). The WGU Teachers College is accredited by the National Council for Accreditation of Teacher Education (NCATE). The nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The Health Informatics program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Degree Plan

The focus of your program is your personalized Degree Plan. The Degree Plan is a detailed blueprint of the courses you will need to complete in order to earn your degree. The Degree Plan also lays out the accompanying learning resources and assessments that compose your program. The list of courses in the Degree Plan is often referred to as the standard path. The amount of time it takes to complete your program depends on both the amount of new information you need to learn and the amount of time you plan to devote each week to study.

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Students will vary widely in the specific skills and information they need to learn. For example, some students may be highly knowledgeable in a particular subject matter and would not need to engage in new learning opportunities. Other students may find that portions of the program require them to learn new information and that they may need to take an online class or participate in a study module to acquire the knowledge and skills needed to pass the program competencies in that area. Some individuals may be able to devote as little as 15–20 hours per week to the program, while others may need to devote more time. For this reason, you will complete preassessments to help your mentor form a profile of your prior knowledge and experience for use in creating your personalized Degree Plan.

WGU's Mentoring Approach

The mentoring approach is a powerful component of the WGU educational experience. When you enroll at WGU, you will begin interacting with your student mentor, course mentors, and other support staff. Your student mentor will meet with you on a regular basis and take an active role and a personal interest in your success. Your student mentor will be your point of contact throughout your program and will be available to communicate with you via e-mail or phone. Your mentor will help you set weekly study goals, guide you to learning materials, help you understand what to expect in courses, and motivate you to work hard to complete your program. When you have questions or concerns, your mentor will help you resolve them.

As you work on each course, you will also be assigned course mentors. These course mentors are content experts who can discuss your learning for the course, help you find answers to content questions, and help you navigate the course successfully. Your course mentors are available to meet with you individually to provide personal support. You can also communicate with them by posting in the online learning community and participating in live discussion sessions such as webinars and cohorts.

Working closely with your own personal mentoring team will help you engage in the learning process and be a successful student while at WGU.

Connecting with Other Mentors and Fellow Students

As you proceed through your Degree Plan, you will have direct contact with multiple faculty members. These communications can take a variety of forms, including participation in one-on-one discussions, chats in the learning communities, and live cohort and webinar opportunities. As a WGU student, you will have access to your own personal myWGU Student Portal, which will provide a gateway to your courses of study, learning resources, and learning communities where you will have interactions with faculty and other students.

The resources in each course are specifically designed to support you as you develop competencies in preparation for your assessments through the utilization of reading materials, videos, tutorials, cohort opportunities, community discussions, and live discussions that are guided by content experts. You will access your program community during your orientation course to network with peers who are enrolled in your program and to receive continued support through professional enrichment and program-specific chats, blogs, and discussions. WGU also provides Student Services Associates to help you and your mentor solve any special problems that may arise.

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Orientation

The WGU orientation course focuses on acquainting you with WGU's competency-based model, distance education, technology, and other resources and tools available for students. You will also utilize WGU program and course communities, participate in activities, and get to know other students at WGU. The orientation course must be completed before you can start your first term at WGU.

Transferability of Prior College Coursework

Because WGU is a competency-based institution, it does not award degrees based on credits but rather on demonstration of competency. However, if you have completed college coursework at another accredited institution, or if you have completed industry certifications, you may have your transcripts and certifications evaluated to determine if you are eligible to receive some transfer credit. The guidelines for determining what credits will be granted varies based on the degree program. Students entering graduate programs must have their undergraduate degree verified before being admitted to WGU. To review more information in regards to transfer guidelines based on the different degree programs, you may visit the Student Handbook found at the link below and search for "Transfer Credit Evaluation."

Click here for the Student Handbook

WGU does not waive any requirements based on a student's professional experience and does not perform a "résumé review" or "portfolio review" that will automatically waive any degree requirements. Degree requirements and transferability rules are subject to change in order to keep the degree content relevant and current.

Remember, WGU's competency-based approach lets you take advantage of your knowledge and skills, regardless of how you obtained them. Even when you do not directly receive credit, the knowledge you possess may help you accelerate the time it takes to complete your degree program.

Continuous Enrollment, On Time Progress, and Satisfactory Academic Progress

WGU is a "continuous enrollment" institution, which means you will be automatically enrolled in each of your new terms while you are at WGU. Each term is six months long. Longer terms and continuous enrollment allow you to focus on your studies without the hassle of unnatural breaks between terms that you would experience at a more traditional university. At the end of every six-month term, you and your student mentor will review the progress you have made and revise your Degree Plan for your next six-month term.

WGU requires that students make measurable progress toward the completion of their degree programs every term. We call this "On-Time Progress," denoting that you are on track and making progress toward on-time graduation. As full-time students, graduate students must enroll in at least eight (8) competency units each term, and undergraduate students must enroll in at least twelve (12) competency units each term. Completing at least these minimum enrollments is essential to On-Time Progress and serves as a baseline from which you may accelerate your program. We measure your progress based on the courses you are able to pass, not on your accumulation of credit hours or course grades. Every time you pass a course you are demonstrating that you have mastered skills and knowledge in your degree program. For comparison to traditional grading systems, passing a course means you have demonstrated competency equivalent to a "B" grade or better.

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WGU assigns competency units to each course in order to track your progress through the program. A competency unit is equivalent to one semester credit of learning. Some courses may be assigned 3 competency units while others may be as large as 12 competency units.

Satisfactory Academic Progress (SAP) is particularly important to students on financial aid because you must achieve SAP in order to maintain eligibility for financial aid. We will measure your SAP quantitatively by reviewing the number of competency units you have completed each term. In order to remain in good academic standing, you must complete at least 66.67% of the units you attempt over the length of your program—including any courses you add to your term to accelerate your progress. Additionally, during your first term at WGU you must pass at least 3 competency units in order to remain eligible for financial aid. We know that SAP is complex, so please contact a financial aid counselor should you have additional questions.

Courses

Your Degree Plan includes courses needed to complete your program. To obtain your degree, you will be required to demonstrate your skills and knowledge by completing the assessment(s) for each course. In general there are two types of assessments: performance assessments and objective assessments. Performance assessments contain, in most cases, multiple scored tasks such as projects, essays, and research papers. Objective assessments include multiple-choice items, multiple-selection items, matching, short answer, drag-and-drop, and point-and-click item types, as well as case study and video-based items. Certifications verified through third parties may also be included in your program. More detailed information about each assessment is provided in each course of study.

Learning Resources

You will work with your mentor to select the various learning resources needed to prepare for the assessments in each course. In most cases, the learning materials you will use are independent learning resources such as textbooks, e-learning modules, study guides, simulations, virtual labs, and tutorials. WGU works with dozens of educational providers, including enterprises, publishers, training companies, and higher educational institutions to give you high-quality and effective instruction that matches the competencies that you are developing. The cost of most learning resources is included in your tuition, and you can enroll directly in those through your Degree Plan as your mentor has scheduled them. Some resources are not covered by your tuition, and you will need to cover those costs separately. WGU has excellent bookstore and library arrangements to help you obtain the needed learning resources.

Standard Path

As previously mentioned, competency units (CUs) have been assigned to each course in order to measure your academic progress. If you are an undergraduate student, you will be expected to enroll in a minimum of 12 competency units each term. Graduate students are expected to enroll in a minimum of 8 competency units each term. A standard plan for a student for this program who entered WGU without any transfer units would look similar to the one on the following page. Your personal progress can be faster, but your pace will be determined by the extent of your transfer units, your time commitment, and your determination to proceed at a faster rate.

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Standard Path *for* Bachelor of Science, Health Information Management

Course Description	CUs	Term
Healthcare Ecosystems	3	1
English Composition I	3	1
Introduction to Communication	3	1
Healthcare Information Systems Management	3	1
Introduction to IT	4	2
English Composition II	3	2
Health Information Law and Regulations	4	2
Intermediate Algebra	3	2
Critical Thinking and Logic	3	3
College Algebra	4	3
Healthcare Informatics	4	3
Survey of United States Constitution and Government	3	3
Introduction to Humanities	3	4
Data Analytics and Information Governance	4	4
Anatomy and Physiology I	4	4
Medical Terminology	3	4
Introduction to Biology	3	5
Pathophysiology	3	5
Pharmacology	3	5
Healthcare Compliance	3	5
Introduction to Probability and Statistics	3	6
Classification Systems	4	6
Business of IT - Project Management	4	6
Introduction to Psychology	3	6
Organizational Behavior and Leadership	3	7
Data Management - Foundations	3	7
Principles of Management	4	7
Healthcare Financial Resource Management	4	7
Healthcare Reimbursement	4	8
Healthcare Statistics and Research	3	8
Professional Practice Experience and Portfolio - Technical Level	3	8

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Course Description	CUs	Term
Quality and Performance Management and Methods	4	8
Business of IT - Applications	4	9
Professional Practice Experience and Portfolio - Management Level	4	9
Health Informatics Capstone Project	4	9

Changes to Curriculum

WGU publishes an Institutional Catalog, which describes the academic requirements of each degree program. Although students are required to complete the program version current at the time of their enrollment, WGU may modify requirements and course offerings within that version of the program to maintain the currency and relevance of WGU's competencies and programs. As these changes are implemented, WGU will ensure that the length of the student's degree program (i.e., total competency unit requirements) will not increase and that competency units already earned will be applied to the updated program version. When program requirements are updated, students returning from term break or returning after withdrawal from the university will be expected to re-enter the updated version of the program.

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Areas of Study for Bachelor of Science, Health Information Management

The following section includes the areas of study in the program, with their associated courses. Your specific learning resources and level of instructional support will vary based on the individual competencies you bring to the program and your confidence in developing the knowledge, skills, and abilities required in each area of the degree. The Degree Plan and learning resources are dynamic, so you need to review your Degree Plan and seek the advice of your mentor regarding the resources before you purchase them.

Healthcare Management

Healthcare Ecosystems

Healthcare Ecosystems explores the history and state of healthcare organizations in an ever-changing environment. This course covers how agencies influence healthcare delivery through legal, licensure, certification, and accreditation standards. The course will also discuss how new technologies and trends keep healthcare delivery innovative and current.

This course covers the following competencies:

- *The graduate analyzes how relationships between clinical healthcare quality, reimbursement for services, and patient access to medical care influence the services that are provided at various levels of healthcare organizations.*
- *The graduate analyzes how emerging technologies and trends in healthcare informatics and medical practice, as well as federal government initiatives, impact contemporary healthcare delivery.*
- *The graduate analyzes how the components and operation of healthcare delivery systems across the continuum of patient care influence cost, access, and quality of care.*
- *The graduate analyzes the implications of key historic, economic, social, and legislative events that influenced the evolution of medical care in the United States, including the roles of health professionals and technology in the organization of contemporary healthcare systems.*
- *The graduate analyzes how licensing, certification, and accreditation agencies for healthcare organizations impact healthcare delivery at federal, state, local, and organizational levels.*
- *The graduate analyzes how federal legislation and programs influence the provision of services at all levels of healthcare organizations.*

Healthcare Information Systems Management

Information Systems Management provides an overview of many facets of information systems that are applicable to business and healthcare. The course explores how information technology (IT) is an organizational resource that must be managed so that it supports or enables organizational strategy. The course will discuss how decision support and communication are securely facilitated in a global marketplace. The course also explores current and continuously evolving technologies, strategic thinking, and issues at the intersection of management and technology.

This course covers the following competencies:

- *The graduate interprets approaches for managing information security and privacy, averting ethical issues, and minimizing negative societal effects in business.*
- *The graduate describes primary technologies and the application of telecommunications, wireless, and the internet in business.*
- *The graduate describes the characteristics, functions, and evolution of computer hardware and software in support of business functions.*
- *The graduate describes the role of information systems and the challenges of managing information technology in supporting essential business functions.*
- *The graduate describes effective techniques for managing databases and data warehouses for business optimization.*

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- *The graduate describes effective strategies for systems development and the use of various decision support tools in business.*
- *The graduate analyzes how health information exchanges and electronic exchanges, including telehealth and mobile health (mHealth), impact patient care, safety, and access to data.*

Health Information Law and Regulations

Health Information Law and Regulations prepares students to manage health information in compliance with legal guidelines and teaches how to respond to questions and challenges when legal issues occur. This course presents the types of situations occurring in health information management that could result in ethical dilemmas and establishes a foundation for work based on legal and ethical guidelines.

This course covers the following competencies:

- *The graduate applies compliance requirements identified by government regulations and by accreditation, licensing, and certification agencies to mitigate legal risk to healthcare organizations.*
- *The graduate evaluates the confluence of quality improvement and risk management practices that support favorable legal outcomes for healthcare organizations.*
- *The graduate analyzes how ethics influence appropriate decision-making processes in healthcare organizations.*
- *The graduate evaluates management policies and practices for legal health records by recognizing consequences for healthcare organizations when records are used to substantiate healthcare law.*
- *The graduate applies common procedural and conceptual aspects of the law relating to health information management in situations that arise within healthcare organizations.*

Medical Terminology

Medical Terminology focuses on the basic components of medical terminology and how terminology is used when discussing various body structures and systems. Proper use of medical terminology is critical for accurate and clear communication among medical staff, health professionals, and patients. In addition to the systems of the body, this course will discuss immunity, infections, mental health, and cancer.

This course covers the following competencies:

- *The graduate accurately identifies primary and secondary word parts and forms of basic medical terms.*
- *The graduate accurately identifies medical terms associated with body structure in context with anatomical structures and physiological and pathophysiological functions of the human body.*
- *The graduate accurately identifies medical terms associated with the endocrine and nervous systems in context with anatomical structures and physiological and pathophysiological functions of the human body.*
- *The graduate accurately identifies medical terms associated with the urinary system in context with anatomical structures and physiological and pathophysiological functions of the human body.*
- *The graduate accurately identifies medical terms associated with the respiratory system in context with anatomical structures and physiological and pathophysiological functions of the human body.*
- *The graduate accurately identifies medical terms associated with the musculoskeletal system in context with anatomical structures and physiological and pathophysiological functions of the human body.*
- *The graduate accurately identifies medical terms associated with the integumentary system in context with anatomical structures and physiological and pathophysiological functions of the human body.*
- *The graduate accurately identifies medical terms associated with the cardiovascular and lymphatic systems in context with anatomical, physiological and pathophysiological functions related to immunity and infections of the human body.*
- *The graduate accurately identifies medical terms associated with the digestive system in context with anatomical structures and physiological and pathophysiological functions of the human body.*

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- *The graduate accurately identifies medical terms associated with reproductive systems in context with anatomical structures and physiological and pathophysiological functions of the human body.*
- *The graduate accurately identifies medical terms associated with the special senses of the eye and ear in context with anatomical structures and physiological and pathophysiological functions of the human body.*

Pathophysiology

Pathophysiology is an overview of the pathology and treatment of diseases in the human body and its systems. This course will explain the processes in the body that result in the signs and symptoms of disease, as well as therapeutic procedures in managing or curing the disease. The content draws on a knowledge of anatomy and physiology to understand how diseases manifest themselves and how they affect the body.

This course covers the following competencies:

- *The graduate examines common disorders of the respiratory system and associates appropriate diagnostic tests and therapeutic procedures with these disorders*
- *The graduate examines common disorders of the digestive system and associates appropriate diagnostic tests and therapeutic procedures with these disorders*
- *The graduate examines common disorders of the cardiovascular, circulation, lymphatic, and immune systems and associates appropriate diagnostic tests and therapeutic procedures with these disorders.*
- *The graduate examines how the organization of the human body and body systems, including tissues, glands and membranes, relates to the physiological functions of the body and impacts disease processes.*
- *The graduate examines common disorders of the central nervous system, peripheral nervous system, and sensory organs and associates appropriate diagnostic tests and therapeutic procedures with these disorders.*
- *The graduate examines common disorders of the musculoskeletal and integumentary systems and associates appropriate diagnostic tests and therapeutic procedures with these disorders.*
- *The graduate examines common disorders of the urinary, endocrine and reproductive systems and associates appropriate diagnostic tests and therapeutic procedures with these disorders*

Healthcare Compliance

Healthcare Compliance examines the role of the coding professional within healthcare information management. The course covers compliance plans, issues that arise with noncompliance, and management of internal and external audits.

This course covers the following competencies:

- *The graduate analyzes the auditing process with internal and external agencies for coding compliance.*
- *The graduate analyzes the components of a compliance plan for implementation in a health information management department.*
- *The graduate determines how healthcare enforcement agencies or programs require reporting for coding noncompliance.*
- *The graduate explains how the charge description master (CDM) committee impacts the revenue cycle.*
- *The graduate evaluates candidate qualifications for the purpose of recruiting, hiring, and retaining health information management departmental staff.*
- *The graduate analyzes the role of the coding professional within a health information management department.*
- *The graduate designs a basic compliance training program for a health information management department.*
- *The graduate develops strategies for maximizing coding productivity and quality standards.*

Healthcare Reimbursement

Healthcare Reimbursement explores financial practices within the healthcare industry as they relate to reimbursement

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policies. This course identifies how reimbursement systems impact the revenue cycle and a health information manager's role. This course has no prerequisites.

This course covers the following competencies:

- *The graduate assesses the technology used in identifying fraud and abuse in reimbursements.*
- *The graduate analyzes the impact of emerging technology on reimbursements.*
- *The graduate analyzes how third-party reimbursement payment calculations impact reimbursement in healthcare organizations.*
- *The graduate analyzes the impact of government policies on various government-sponsored healthcare programs.*
- *The graduate analyzes the impact of changes in electronic health records (EHR) reimbursement incentive programs.*
- *The graduate analyzes models of quality reporting systems and how these models link quality to reimbursement.*
- *The graduate analyzes contemporary healthcare reimbursement methodologies and systems used in the United States.*
- *The graduate analyzes procedural and ethical guidelines, rules, and regulations for clinical coding within healthcare organizations.*

Quality and Performance Management and Methods

Quality and Performance Management and Methods examines quality initiatives within healthcare. Quality issues cover human resource management, employee performance and patient safety. This course focuses on quality improvement initiatives and performance improvement with the health information management perspective.

This course covers the following competencies:

- *The graduate develops best practices and procedures to engage employees in professional development, promote employee satisfaction, and maintain appropriate disciplinary structures.*
- *The graduate develops professional skills to prepare for assuming supervisory responsibility.*
- *The graduate evaluates quality improvement projects to ensure they comply with both internal organizational processes and applicable standards established by external agencies.*
- *The graduate develops management techniques to monitor and promote productivity, teamwork, and regulatory compliance in a health information management environment.*
- *The graduate develops a quality improvement plan in a healthcare environment in order to promote patient-centered care, build effective work teams, and influence organizational change.*

General Education

English Composition I

This course introduces learners to the types of writing and thinking that is valued in college and beyond. Students will practice writing in several genres and several media, with emphasis placed on writing and revising academic arguments. The course contains supporting media, articles, and excerpts to support a focus on one of five disciplinary threads (covering the topics of nursing, business, information technology, teaching, and literature, art, and culture) designed to engage students and welcome them into discussion about contemporary issues. The course supports peer review activities, though it may be completed asynchronously as well. Instruction and exercises in grammar, mechanics, research documentation, and style are paired with each module so that writers can practice these skills as necessary. This course includes full access to the MindEdge Writing Pad to support student writing and coaching sessions.

This course covers the following competencies:

- *The graduate integrates credible and relevant sources into written arguments.*
- *The graduate uses appropriate writing and revision strategies*

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- *The graduate composes an appropriate argumentative essay for a given context.*
- *The graduate composes an appropriate narrative for a given context.*
- *The graduate appropriately uses a given writing style.*
- *The graduate selects appropriate rhetorical strategies that improve writing and argumentation.*
- *The graduate applies appropriate grammatical rules, sentence structure, and writing conventions.*

Introduction to Communication

This introductory communication course allows students to become familiar with the fundamental communication theories and practices necessary to engage in healthy professional and personal relationships. Students will survey human communication on multiple levels and critically apply the theoretical grounding of the course to interpersonal, intercultural, small group, and public presentational contexts. The course also encourages students to consider the influence of language, perception, culture, and media on their daily communicative interactions. In addition to theory, students will engage in the application of effective communication skills through systematically preparing and delivering an oral presentation. By practicing these fundamental skills in human communication, students become more competent communicators as they develop more flexible, useful, and discriminatory communicative practices in a variety of contexts.

This course covers the following competencies:

- *The graduate applies foundational elements of effective communication.*
- *The graduate applies appropriate communication strategies in interpersonal and group contexts*
- *The graduate utilizes appropriate presentational communication strategies in personal and professional settings.*

English Composition II

English Composition II introduces learners to research writing and thinking that are valued in college and beyond. The Composition II course at WGU should be seen as a foundational course designed to help undergraduate students build fundamental skills for ongoing development in writing and research. Students will complete an academic research paper.

This course covers the following competencies:

- *The graduate applies steps of the writing process appropriately to improve quality of writing.*
- *The graduate composes an argumentative research paper.*
- *The graduate evaluates the quality, credibility, and relevance of evidence in order to integrate evidence into a final research paper.*

Intermediate Algebra

This course provides an introduction of algebraic concepts and the development of the essential groundwork for College Algebra. Topics include: A review of basic mathematical skills, the real number system, algebraic expressions, linear equations, graphing, exponents and polynomials

This course covers the following competencies:

- *The graduate solves linear equations and applications.*
- *The graduate translates, simplifies, and evaluates algebraic expressions.*
- *The graduate determines absolute values, adds and subtracts integers, multiplies and divides real numbers, and determines whether or not a particular integer is a solution.*
- *The graduate graphs ordered pairs and lines on the Cartesian coordinate system.*
- *The graduate identifies, evaluates, and multiplies exponents and polynomials.*

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Critical Thinking and Logic

Reasoning and Problem Solving helps students internalize a systematic process for exploring issues that takes them beyond an unexamined point of view and encourages them to become more self-aware thinkers by applying principles of problem identification and clarification, planning and information gathering, identifying assumptions and values, analysis and interpretation of information and data, reaching well-founded conclusions, and identifying the role of critical thinking in the disciplines and professions.

This course covers the following competencies:

- *The graduate recognizes the value of critical thinking in identifying and understanding the underlying structures of the disciplines and professions.*
- *The graduate evaluates different sources representing a range of perspectives on a problem in order to weigh the implications and consequences of different solutions to the problem.*
- *The graduate synthesizes information to understand a problem's complexities and potential solutions, and then evaluates the reasoning and evidence in support of these different solutions.*
- *The graduate identifies internal and external biases and assumptions related to a problem, and evaluates the influence and validity of these biases and assumptions.*
- *The graduate logically brings together information to arrive at a viable solution to a problem, and then clearly and accurately communicates the results.*
- *The graduate analyzes open-ended problems by learning about the problem and evaluating the accuracy and relevance of different perspectives on the problem.*

College Algebra

This course provides further application and analysis of algebraic concepts and functions through mathematical modeling of real-world situations. Topics include: real numbers, algebraic expressions, equations and inequalities, graphs and functions, polynomial and rational functions, exponential and logarithmic functions, and systems of linear equations.

This course covers the following competencies:

- *The graduate simplifies and factors polynomial expressions, and solves polynomial equations.*
- *The graduate solves systems of linear equations and their related applications.*
- *The graduate simplifies rational, radical, and quadratic expressions, solves corresponding equations, and extends this knowledge to the study of functions.*
- *The graduate combines functions, finds inverse functions, solves exponential and logarithmic equations and functions.*
- *The graduate classifies and performs operations on real numbers; solves linear equations and inequalities; connects a linear equation to its graph; and identifies a function.*

Survey of United States Constitution and Government

In Survey of United States Constitution and Government, you will examine the structure, institutions and principles of the American political system. The foundation of the United States government is the U.S. Constitution, and this course will introduce the concepts of (a) separation of powers, (b) checks and balances, (c) civil liberties and civil rights, and (d) federalism and republicanism.

By completing this course, you will have proven competency in the structures of government, your own role in the policy-making process, and the ways in which the Constitution and government has changed over time.

This course covers the following competencies:

- *The graduate analyzes the role of individuals, interest groups, and political parties in the U.S. electoral system.*
- *The graduate analyzes the powers of each branch of government and the relationships among them.*

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- *The graduate analyzes the division of power between national and state governments.*
- *The graduate analyzes the formation of personal and collective political opinions and the influence of the media.*
- *The graduate analyzes the development and protection of individual civil liberties and civil rights.*
- *The graduate analyzes the dilemmas and principles of government.*
- *The graduate analyzes the central themes and founding principles of the U.S. Constitution and the U.S. government.*

Introduction to Humanities

This introductory humanities course allows students to practice essential writing, communication, and critical thinking skills necessary to engage in civic and professional interactions as mature, informed adults. Whether through studying literature, visual and performing arts, or philosophy, all humanities courses stress the need to form reasoned, analytical, and articulate responses to cultural and creative works. Studying a wide variety of creative works allows students to more effectively enter the global community with a broad and enlightened perspective.

This course covers the following competencies:

- *The graduate analyzes the primary contributions and characteristics of humanities during the Classical period.*
- *The graduate analyzes the primary contributions and characteristics of humanities during the Romantic period.*
- *The graduate assesses the development of humans through the study of key concepts, disciplines, and primary influences of the humanities.*
- *The graduate analyzes the primary contributions and characteristics of humanities during the Renaissance.*
- *The graduate analyzes the primary contributions and characteristics of humanities within the Neoclassical and Enlightenment period.*
- *The graduate analyzes the primary contributions and characteristics of humanities during the Realist movement.*

Introduction to Biology

This course is a foundational introduction to the biological sciences. The overarching theories of life from biological research are explored as well as the fundamental concepts and principles of the study of living organisms and their interaction with the environment. Key concepts include how living organisms use and produce energy; how life grows, develops, and reproduces; how life responds to the environment to maintain internal stability; and how life evolves and adapts to the environment.

This course covers the following competencies:

- *The graduate analyzes interdependencies of organisms and their environments.*
- *The graduate analyzes the characteristics and classification of living organisms.*
- *The graduate analyzes different types of cells based on their structures and biological functions.*
- *The graduate analyzes the basic chemical composition of cells and the basic processes that happen at the cellular level.*
- *The graduate analyzes the biological basis for and patterns of heredity and gene expression.*

Introduction to Probability and Statistics

In this course, students demonstrate competency in the basic concepts, logic, and issues involved in statistical reasoning. Topics include summarizing and analyzing data, sampling and study design, and probability.

This course covers the following competencies:

- *The graduate applies theoretical or empirical probability to a situation to quantify uncertainty.*
- *The graduate evaluates the sampling methods used in studies including the effect they have on conclusions that can be made.*

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- *The graduate evaluates the relationship between two variables through the creation and interpretation of numerical summaries and visual displays.*
- *The graduate determines the probability of events using simulations, diagrams, and probability rules.*
- *The graduate evaluates categorical and quantitative data using appropriate numerical measures and graphical displays.*
- *The graduate designs and conducts observational studies, controlled experiments, and surveys to explore population characteristics.*

Introduction to Psychology

In this course, students will develop an understanding of psychology and how it helps them better understand others and themselves. Students will learn general theories about psychological development, the structure of the brain, and how psychologists study behavior. They will gain an understanding of both normal and disordered psychological behaviors, as well as general applications of the science of psychology in society (such as personality typing and counseling).

This course covers the following competencies:

- *The graduate examines the significant characteristics of major theories of emotion, motivation, and personality.*
- *The graduate examines the relationships between intelligence and memory.*
- *The graduate examines key developmental milestones across the lifespan.*
- *The graduate examines the processes of social cognition and their effects on social interactions.*
- *The graduate analyzes how the scientific method is used in psychology.*
- *The graduate analyzes the role and function of the brain, nervous system, and endocrine system in human psychology.*
- *The graduate examines the principle causes, prevalence, and basic treatments of psychological disorders.*
- *The graduate examines the relationships among classical, operant, and observational learning theories.*

IT Fundamentals

Introduction to IT

This course introduces students to information technology as a discipline and the various roles and functions of the IT department as business support. Students are presented with various IT disciplines including systems and services, network and security, scripting and programming, data management, and business of IT, with a survey of technologies in every area and how they relate to each other and to the business.

This course covers the following competencies:

- *The graduate describes the structure, function, and security associated with networks.*
- *The graduate explains the structure and function of databases.*
- *The graduate describes IT as a discipline and discusses the history and future of computing as well as the currently used infrastructure.*
- *The graduate explains the role of technology in today's business environment and describes basic concepts of project management.*
- *The graduate identifies common software architectures, development techniques, and the relationship between software and its environment.*
- *The graduate describes information technology systems and their role in converting data to organizational knowledge.*
- *The graduate identifies the role of different types of software in a computing environment and explains the*

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fundamentals of software development.

- *The graduate evaluates ethical concerns involved in the use of technology.*
- *The graduate recognizes and describes functions of basic computer hardware components.*

Health Information Technology

Healthcare Informatics

Health informatics is an applied science blending the theories of
business,
information technology,
management,
medicine, and
consumer-centered health care.

All these components are used to improve health care quality and its effectiveness and support the evaluation and assessment of health care services. Technology changes the way health information is used to support clinical care. Adopting information systems is a long term commitment to an organization-wide project.
Health Informatics and Health Information Management Professionals are heavily involved in the twin responsibilities of collecting, converting, and maintaining raw health data and finished health information and in the need to protect this data and information in the electronic environment. Competency in this course will prepare you for these roles. It is advisable to have completed Healthcare Ecosystems and Health Information Law and Regulations, or have experience in those areas, before embarking on this course.

This course covers the following competencies:

- *The graduate analyzes the responsibilities of project team members, recognizes the value of strong leadership as a project manager, and communicates with all team members in ways that facilitate project success; and prepares and maintains project reports as part of the organizational record.*
- *The graduate evaluates a healthcare organization's medical practice work flow, functional needs of end-users, data infrastructure, and information technology systems and processes, specifically during adoption phases of health informatics systems.*
- *The graduate applies health informatics in various types of healthcare delivery systems to support the diverse requirements of each setting, including acute care, ambulatory care, health information exchanges, and the personal health record for healthcare consumers.*
- *The graduate applies general principles of project management for project planning, development, and launch, and for evaluating specific project ideas in healthcare organizations.*
- *The graduate analyzes institutional and industry trends in the utilization of electronic health records, and provides direction and support to organizational leadership in the planning and implementation of health informatics systems, including the electronic health record, for healthcare organizations.*
- *The graduate analyzes activities of project management to ensure efficient work flow and appropriate outcomes for projects for healthcare organizations.*
- *The graduate analyzes the commitment of human and financial resources of healthcare organizations in vendor selection, contract negotiation, and internal staff support for organizational rollout in the implementation of the electronic health record.*

Classification Systems

Classification Systems provides a comprehensive approach to learning about two specific coding systems: the International Classification of Diseases, Tenth Revision, and Clinical Modification (ICD-10-CM), and Current Procedural Terminology (CPT). Coding is used in health documentation, for reimbursement purposes, and in compliance with federal regulations and guidelines.

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This course also includes comprehensive information in ICD-10-CM, ICD-10 Procedure Coding System and the CPT/HCPCS Coding System. Health Informatics Professionals will need to be adept at managing the coding and classification function within the Electronic Health Record environment and in the Audit sector to maintain compliance within their organization

This course covers the following competencies:

- *The graduate defines the data requirements needed to support the evaluation and management determination in Current Procedural Terminology (CPT).*
- *The graduate recognizes the structural similarities and differences between International Classification of Diseases versions ICD 9CM, ICD-10CM, and ICD-10-PCS.*
- *The graduate defines the data requirements needed to support provider reimbursement and articulate the alternative health-care setting federal legislation prospective payment system in Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) codes.*
- *The graduate correctly codes data pertaining to the major body systems.*
- *The graduate describes the development, purpose, content of the International Classification of Diseases system and applies its principles and guidelines.*
- *The graduate correctly codes data pertaining to injuries and poisonings, manifestations, complications, and treatment of complications of surgical and medical care and mental disorders.*
- *The graduate selects the correct codes for principal diagnosis, additional diagnoses, and primary diagnosis.*
- *The graduate practices correct and precise coding using Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes.*
- *The graduate correctly codes data pertaining to pregnancy, childbirth, the puerperium, perinatal period, and congenital anomalies.*
- *The graduate describes the development, purpose, content of the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding Systems (HCPCS) and applies their principles and guidelines.*

Healthcare Data

Data Analytics and Information Governance

Welcome to the Data Analytics and Information Governance course. The first health information managers were physicians keeping records of patients' care. These records ultimately found their way to one centralized location, becoming medical records departments: the repositories for all information on patient encounters.

Today's technologies moved health records into another era in which health information can be accessed anywhere, anytime. Health information is shared among hundreds of people and administered in a coordinated manner across the continuum of care including:
· hospitals
· outpatient facilities
· long-term care and nursing homes
· home healthcare
· hospice
· dental offices
· behavioral health

Health informatics professionals manage the flow of data and information to be used in all areas within the organization and outward to third party payers for legal purposes, or into regional health information exchange networks.

This course covers the following competencies:

- *The graduate applies key concepts and skills related to data quality and integrity and maintains health informatics standards and organizational policies in healthcare organizations.*

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- *The graduate ensures compliance with health information standards and regulations as outlined in professional practice guidelines, government regulations, and accreditation standards; and analyzes health record documentation practices in healthcare organizations.*
- *The graduate differentiates and organizes healthcare data and applies data collection methods that support clinical practice needs and organizational requirements for healthcare organizations.*
- *The graduate evaluates how the types and content of health records are used in healthcare organizations and complies with government regulations, accreditation standards, and legal guidelines for records storage.*

Healthcare Financial Resource Management

Healthcare Financial Resource Management examines financial practices within healthcare industries to promote effective management at department and organization levels. Focusing on financial processes associated with facility operations in the healthcare field, this course will analyze the impact of strategic financial planning and regulatory control processes. This course has no prerequisites.

This course covers the following competencies:

- *The graduate analyzes how coding and billing cycle processes impact institutional revenue cycles.*
- *The graduate analyzes the general factors that influence healthcare pricing in healthcare organizations.*
- *The graduate evaluates financial information, organization classification, and financial decision-making processes in the operations of healthcare organizations.*
- *The graduate analyzes financial statements for profitability and risk in healthcare organizations.*
- *The graduate analyzes how sources of operating revenue impact the revenue cycle in healthcare organizations.*
- *The graduate reviews the strategic financial process and financial plans for healthcare organizations.*
- *The graduate analyzes the financial management control processes in healthcare organizations.*
- *The graduate evaluates policies and procedures in healthcare organizations to ensure compliance with federal laws and regulations.*

Healthcare Statistics and Research

Healthcare organizations use statistical data to support decision-making and for strategic planning. Health informatics and information management (HIIM) professionals use information systems for gathering, analyzing, and presenting data in response to administrative and clinical needs.
Each day HIIM professionals perform their job duties managing data and information in the health record. The information found in the health record has great potential for:
· primary or secondary research,
· financial planning,
· legal purposes,
· quality improvement initiatives, and clinical decisions.

This course covers the following competencies:

- *The graduate applies a specific research methodology to solve an organizational problem or add to the body of knowledge in health information management.*
- *The graduate applies the components of the research process for the purpose of developing an effective research project and to add to the professional body of knowledge in health informatics.*
- *The graduate supports ethical biomedical research in a healthcare organization by applying federal guidelines and adhering to organizational standards that protect human subjects.*
- *The graduate applies outcomes and effectiveness research strategies in a healthcare organization to impact patient care, organizational processes, and clinical outcomes.*

Health Sciences

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Anatomy and Physiology I

Anatomy and Physiology I examines the structures and functions of the human body. The course is designed to provide students with a thorough understanding of human anatomy and physiology, including the interdependent operational relationships among them. Students will use a dissection lab to study organ systems of the human body in their healthy state including the digestive, skeletal, sensory, respiratory, reproductive, nervous, muscular, cardiovascular, lymphatic, integumentary, endocrine and renal systems. By examining these organ systems in a healthy state, healthcare professionals are more adept to recognize when a something is functioning abnormally, which is a key component to providing effective care to patients. For nursing students this is the first of two anatomy and physiology courses within the program of study. This course has no pre-requisites.

This course covers the following competencies:

- *The graduate analyzes the structures and functions of the human cardiovascular and respiratory systems.*
- *The graduate analyzes the structure and function of the human nervous system.*
- *The graduate analyzes the structure and function of the human digestive system.*
- *The graduate analyzes the structure and function of the human renal and reproductive systems.*
- *The graduate analyzes the structure and function of the human lymphatic and endocrine systems.*
- *The graduate applies appropriate terminology to communicate about body position and human anatomical features and relationships.*
- *The graduate analyzes the structures and functions of the human muscular, skeletal, and integumentary systems.*

Pharmacology

Pharmacology covers concepts in Pharmacology including drug classification and effects, and the numerous types of pharmacological interventions used to treat disease and disorders in the systems of the human body.

This course covers the following competencies:

- *The graduate evaluates the basic concepts, principles, and standards of general pharmacology.*
- *The graduate analyzes fundamental concepts associated with pharmaceutical agents used in the treatment of respiratory system conditions.*
- *The graduate evaluates fundamental concepts associated with pharmaceutical agents that affect the peripheral nervous system.*
- *The graduate evaluates fundamental concepts associated with pharmaceutical agents used in the treatment of conditions affecting the endocrine system.*
- *The graduate analyzes fundamental concepts associated with pharmaceutical agents that affect the central nervous system.*
- *The graduate analyzes fundamental concepts associated with pharmaceutical agents used in the treatment of vascular and renal system diseases.*
- *The graduate analyzes fundamental concepts associated with pharmaceutical agents used in the treatment of neoplastic diseases and immune system disorders.*
- *The graduate evaluates fundamental concepts associated with the categories of pharmaceutical products used to treat infectious diseases.*
- *The graduate evaluates fundamental concepts associated with pharmaceutical agents used in the treatment of conditions that affect the cardiovascular system.*
- *The graduate evaluates fundamental concepts associated with pharmaceutical agents that affect the nervous system.*
- *The graduate analyzes fundamental concepts associated with pharmaceutical agents used in the treatment of conditions that affect the gastrointestinal tracts.*

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Business of IT

Business of IT - Project Management

This course introduces the student to the project management & business analysis process within the context of an IT project. Fundamental concepts of project management will be covered including all phase of project management during a system life cycle including business analysis, requirements capturing, issue tracking, and release planning. Additional topics to include: development environments (dev, integration, QA, production), help desk and support, IT planning for business continuity. This course prepares students for the following certification exam: CompTIA Project+.

This course covers the following competencies:

- *The graduate implements, controls, and coordinates projects according to project plans.*
- *The graduate describes and explains key components of project plans.*
- *The graduate creates a project plan.*
- *The graduate explains the strategies and processes of project closure, acceptance, and delivery.*

Business of IT - Applications

This course introduces IT students to information systems (IS). The course includes important topics related to management of information systems (MIS), such as system development, and business continuity. The course also provides an overview of management tools and issue tracking systems.

This course covers the following competencies:

- *The graduate identifies the role of management in information systems and the necessity for security and contingency plans.*
- *The graduate defines the general principles of information systems (IS) and the role of IS in the business process within an organization.*
- *The graduate defines the different methods of system development and selects the appropriate method for a project.*
- *The graduate recognizes the need for support center tool, and identifies ways to manage the support processes.*

Leadership and Management

Organizational Behavior and Leadership

Organizational Behavior and Leadership explores how to lead and manage effectively in diverse business environments. Students are asked to demonstrate the ability to apply organizational leadership theories and management strategies in a series of scenario-based problems.

This course covers the following competencies:

- *The graduate can describe the effects of specified influences on individual behavior.*
- *The graduate can analyze leadership theories, methods, and tools in given situations and select the appropriate behavior of the leader.*
- *The graduate can develop and recommend how to implement effective performance evaluation processes.*
- *The graduate can determine which type of team and team leadership should be used to accomplish a task or project.*
- *The graduate analyzes the culture within an organization to determine how to work effectively within that organization.*
- *The graduate can recommend appropriate principles or techniques for guiding the development of a group.*

Principles of Management

This course addresses strategic planning, total quality, entrepreneurship, conflict and change,

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human resource management, diversity, and organizational structure.

This course covers the following competencies:

- *The graduate can recommend an organizational structure to match a given organization's situation.*
- *The graduate can recommend effective techniques for managing conflict and change.*
- *The graduate can describe how to establish and promote an entrepreneurial emphasis within an organization.*
- *The graduate can correctly apply principles of human resource management in a given situation.*
- *The graduate responds appropriately to diversity issues in the workplace.*
- *The graduate can explain the strategic planning process.*
- *The graduate can describe how to establish a total quality management program in a product operation and in a service operation.*

Data Management

Data Management - Foundations

This course introduces students to the concepts and terminology used in the field of data management. They will be introduced to Structured Query Language (SQL) and will learn how to use Data Definition Language (DDL) and Data Manipulation Language (DML) commands to define, retrieve, and manipulate data. This course covers differentiations of data—structured vs. unstructured and quasi-structured (relational, hierarchical, XML, textual, visual, etc); it also covers aspects of data management (quality, policy, storage methodologies). Foundational concepts of data security are included.

This course covers the following competencies:

- *The graduate explains how data, databases, and data management are used in today's organizations.*
- *The graduate analyzes the relational model of data.*
- *The graduate interprets the concepts of analytical processing within the context of business intelligence.*
- *The graduate implements SQL concepts and coding.*
- *The graduate demonstrates appropriate strategies to normalize data.*
- *The graduate demonstrates an understanding of the concepts involved in the modeling of data.*

Professional Practice Experience

Professional Practice Experience and Portfolio - Technical Level

The Professional Practice Experience (PPE) is your opportunity to put into practice all the health informatics/information management (HIIM) theories you have been studying. Any site where health information is managed in any form is a potential PPE site. PPE sites can be healthcare facilities, pharmaceutical firms, software vendors, regional health information exchanges, insurance companies, or healthcare research organizations. In addition, larger healthcare organizations may have experiences available to you in their cancer registries, information technology department, finance/business offices, compliance office, quality assurance, utilization review, or risk management departments.

This course covers the following competencies:

- *The graduate evaluates how operational components within healthcare organizations demonstrate adherence to government regulatory standards, accreditation guidelines, and quality improvement initiatives.*
- *The graduate applies appropriate basic health informatics and information management skills based on organizational needs within healthcare organizations.*
- *The graduate displays the qualities and demeanor of professionalism, practices reflection, recognizes the need for and adheres to requirements for confidentiality, and engages in ethical behaviors as an independently functioning health informatics professional.*

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Professional Practice Experience and Portfolio - Management Level

This course supports the assessment for Professional Practice: Management Portfolio II. The purpose of PPE II is to expound your experience by having you practice your future profession at the supervisory level. Any site where health information is used and you can be mentored by a department or facility manager is appropriate for PPE II.

This course covers the following competencies:

- *The graduate exemplifies high professional standards, upholds confidentiality requirements, promotes the guidelines of the American Health Information Management Association Code of Ethics, and demonstrates leadership skills as a health informatics professional at a healthcare organization.*
- *The graduate analyzes how the operational management of a healthcare organization adheres to government regulations, accreditation guidelines, and quality improvement initiatives.*
- *The graduate applies health informatics/information management skills at the managerial level at a healthcare organization.*

Capstone

Health Informatics Capstone Project

Health Informatics Capstone Project is the culmination of the student's degree program. It requires the demonstration of competencies through a deliverable of significant scope in the form of a research project. The capstone project consists of a technical work product applicable to the field of health informatics and information management. Students should consider creating this final product with the aim of expanding the body of knowledge within the profession. The topic of the Capstone must be presented to and approved by the Capstone Mentor before starting the project.

This course covers the following competencies:

- *The graduate integrates and synthesizes competencies from across the degree program and thereby demonstrates the ability to participate in and contribute value to the chosen professional field.*

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Need More Information? WGU Student Services

WGU's Student Services team is dedicated exclusively to helping you achieve your academic goals. The Student Services office is available during extended hours to assist with general questions and administrative or accessibility issues. The Student Services team members help you resolve issues, listen to student issues and concerns, and make recommendations for improving policy and practice based on student feedback. The Student Services team provides a formal means by which you can express your views, which in turn will inform the decisions we make.

Student Services team members also assist with unresolved concerns to find equitable resolutions. To contact the Student Services team, please feel free to call 877-435-7948 or e-mail studentservices@wgu.edu. We are available Monday through Friday from 6:00 a.m. to 10:00 p.m., Saturday from 7:00 a.m. to 7:00 p.m., mountain standard time. Closed Sundays.

If you have inquiries or concerns that require technical support, please contact the WGU IT Service Desk. The IT Service Desk is available Monday through Friday, 6:00 a.m. to 10:00 p.m. and Saturday and Sunday, 10:00 a.m. to 7:00 p.m., mountain standard time. To contact the IT Service Desk, please call 1-877-HELP-WGU (877-435-7948) or e-mail servicedesk@wgu.edu. The support teams are generally closed in observance of university holidays.

For the most current information regarding WGU support services, please visit "Student Support" on the Student Portal at http://my.wgu.edu.

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