

**University of Colorado College of Nursing
Office of Lifelong Learning**

Educator’s Certificate in Health Care Informatics

Thank you for considering the Educator’s Certificate in Health Care Informatics program at the University of Colorado (CU), College of Nursing’s Office of Lifelong Learning (OLL) for your continued professional growth. This program provides faculty with knowledge about the field of informatics so they may begin to incorporate informatics competencies into their practice/curriculum. Courses for this program are offered every semester. The Educator’s Certificate in Health Care Informatics program is broken down into a combination of any three courses from our existing pool of informatics courses. The Fall and Spring courses run the full 15 weeks of a semester. (Fall courses begin in August and Spring courses begin in January. The Summer courses are compressed into 8 weeks from June thru August). The certificate program is a 9 academic credit hour program. These graduate-level courses are taught entirely on the Internet and consist of curriculum modules, case study scenarios, learning activities, and associated resources. *Students should expect to spend approximately 12 hours per week during the Fall and Spring courses, and 24 hours a week during the summer course.* **Applicants must hold a BS/BA degree and must currently be an educator.** Nurse Educators who complete this certificate are NOT eligible to sit for the Nurse Informatics Certificate Exam prepared by ANCC. Below is a list of the course offerings this program:

COURSES (Select Three):			
Usually Offered	Course #	Credit Hrs	Title of Course
Spring (Jan-May)/ Fall (Aug-Dec)	NURS6286	3	Foundations of Healthcare Informatics
Summer (June-Aug)	NURS6284	3	E-Health
Fall (Aug-Dec)	NURS6304	3	Decision Support
Spring (Jan-May)	NURS6274	3	Semantic Representation
Fall (Aug-Dec)	NURS6285	3	HCI Design Principles
Summer (June-Aug)	NURS6279	3	Knowledge Management
Spring (Jan-May)	NURS6293	3	Database Management Systems
Fall (Aug-Dec) OR Spring (Jan-May)	NURS6289	4	IT Systems Life Cycle

See current enrollment request form for tuition rate and fees.

If you are interested in enrolling in the Educator’s Certificate in Healthcare Informatics, please submit the following:

- 1) Complete an Office of Lifelong Learning **Non-Degree Enrollment Request Form**
- 2) Email the matriculated informatics program (Nursing.Informatics@ucdenver.edu) for written permission to enroll.

(Forms are available on our website at: <http://www.nursing.ucdenver.edu/profdev> in the Registration Box on the left)

Mail to:	Drop off: Monday through Friday 8 a.m. – 4 p.m.	Fax to:
CU College of Nursing Office of Lifelong Learning Mail Stop C288-08 13120 East 19 th Avenue Aurora, CO 80045	CU Anschutz Medical Campus College of Nursing Office of Lifelong Learning 13120 East 19 th Avenue Education 2 North, Room P28-3220	303-724-4729

Once you have submitted your Enrollment Request form:

- **OLL will manually admit you as a non-degree seeking student (or degree seeking when applicable) for the requested term.**
- **OLL will then email you a Confirmation Letter which will include:**
 - a. **Your Student ID Number**
 - b. **Instruction on how to claim your campus email address**
 - c. **Instructions on where to go online to SELF-REGISTER for your course(s) of interest**
 - d. **Your Permission Number to allow you to register for your course(s) of interest**

If you do not receive a confirmation letter at least one week prior to class starting, it is your responsibility to notify the OLL. If we are not contacted, we will assume you have received all correspondence (whether written or email), and you will be responsible for all course expenses.

- **STUDENTS will then go into the student portal (following the instructions provided) and SELF-REGISTER for courses.**
- **You will be notified by the Bursar’s Office through your CU campus email address regarding your balance due for registration.**

Important Information:

- ✓ **YOUR CAMPUS EMAIL ADDRESS IS THE ONLY ELECTRONIC ACCOUNT THAT WILL BE USED** as an official means of University communication. **ONCE ENROLLED IN A COURSE THROUGH OLL, YOUR PERSONAL EMAIL ACCOUNT WILL NOT BE USED FOR OFFICIAL UNIVERSITY COMMUNICATIONS.** Instructions to set up your campus email are included with your confirmation letter.
- ✓ **Please register carefully. No refunds** are issued after the Drop/Add period (noted in your confirmation letter). If you do not properly drop a course online, **you are responsible for all costs associated with the course.** Selected courses have additional cancellation and refund requirements. A full refund is issued when OLL cancels a class.
- ✓ Once the drop/add period has ended, you can no longer drop a course but must withdraw from a course by submitting a “withdrawal from course form”. When you withdraw from a course (or courses), the course(s) will appear on an official transcript with a grade of "W".
- ✓ You will not be dropped from enrollment for non-attendance or non-participation; however, non-attendance/non-participation will result in a grade of “F” for the course.
- ✓ For additional information regarding descriptions of navigating in online courses, please visit the Blackboard home page at <http://blackboard.cuonline.edu/webapps/portal/frameset.jsp>.
- ✓ See <http://www.ucdenver.edu/academics/CUOnline/StudentResources/Pages/CurrentStudentResourceSite.aspx> for student Blackboard resources; or contact the CU Online Help Desk for assistance. M-F, 7 a.m. - 7 p.m., at (303) 315-3700 or toll-free at 1-877-823-3644 email to cuonlinehelp@ucdenver.edu.
- ✓ Access to the library and bookstore are available through the Web at: (<http://hslibrary.ucdenver.edu/>) and (<http://www.ucdenver.edu/student-services/resources/AMCbookstore/Pages/AnschutzMedicalCenterBookstore.aspx>)
- ✓ MS level courses (6000-6999) for non-degree enrollment require a Baccalaureate degree.
- ✓ PhD level courses (7000 and above) for non-degree enrollment require a Master of Science degree.

The following hardware and software requirements and essential computer skills are needed before you access online courses:

Hardware and Software Requirements

- Computer Operating System – Windows 98, XP, or NT or MacOS 7.5.1 or newer
- Microsoft Office – Word, PowerPoint, Excel
- Memory – Minimum of 64MB of RAM
- Disk Space – Minimum 1 Gigabyte hard drive
- Modem – 56k modem (requires an internet service provider such as AOL.com, MSN.com, freenet.net, etc.) or high-speed cable modem or DSL line (ISP provider comes automatically with cable modem or DSL line).
- Web Browser – Internet Explorer version 7 or higher or Mozilla Firefox version 2 or higher
- Virus Protection Software – Current or up-to-date packages such as Norton Anti-Virus or McAfee® Virus Scan (The best option is to go online to McAfee.com or Norton.com and purchase an online package because that is more easily updated.)
- Spam Protectors and Pop-Up Blockers may interfere with your ability to use course software.

Computer Skills

In order to function comfortably in an online course, it is essential that you are able to perform basic computer skills:

- Locate, open, and close files
- Use a mouse
- Have basic word processing skills
- Send/receive e-mail with file attachments
- Copy and paste text from one document to another
- Have two or more windows open and toggle or switch between two open applications
- You are encouraged to “buddy” with someone you work with to improve your skills.
- Review tutorials on your own computer, or seek assistance from local library resources or computer courses.

Should you need more information on these or other College of Nursing non-degree courses, please contact the OLL by phone (303-724-1372), fax (303-724-4729), or email (professional.development@ucdenver.edu).