

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

Executive Leadership in Health Information Technology Certificate Program

Thank you for considering the Executive Leadership in Health Information Technology (HIT) Certificate Program at the University of Colorado Denver (UC Denver), College of Nursing's Office of Lifelong Learning (OLL), for your continued professional growth. Courses for this certificate program are offered every semester. Fall and spring courses run the full 15 weeks of a semester (Fall courses begin in August and spring courses begin in January). Summer courses are compressed into 8 weeks and usually begin in June. The certificate program is a 15 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. See more program option details by [clicking here](#). *Students should expect to spend approximately 12 hours per week each course during the Fall and Spring courses, and 24 hours a week during the summer course.* These Master in Nursing level courses require a baccalaureate degree or equivalent in a clinical field. Below is a list of the course offerings for the Informatics Certificate Program:

Usually Offered	Course #	Section	Credit Hrs	Title of Course
REQUIRED COURSES				
Spring (Jan-May) and Fall (Aug-Dec)	NURS6286	5I1	3	Foundations of Healthcare Informatics
Fall (Aug-Dec)	NURS6304	5I1	3	Decision Support
Fall (Aug-Dec) OR Spring (Jan-May)	NURS6289	5I1	3	IT System Life Cycle
Fall (Aug-Dec) OR Spring (Jan-May)	NURS6796	5I1	3	Executive Leadership & Organizational Systems
Summer (Jan-May)	NURS6999	5I1	3	Standards & Regulatory Issues

See current enrollment request form for tuition rate and fees.

If you are interested in enrolling in the Health Information Management & Exchange Specialist Certificate, 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)

Please submit your completed form by mail, fax, or in person to:

Office of Lifelong Learning, UC Denver, College of Nursing,
Mail Stop C288-08, Education 2 North, Room 3220
13120 East 19th Avenue, Aurora, CO 80045
Monday through Friday: 8:00 a.m. – 4:00 p.m.
Fax: 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 UCD 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).