



Practically speaking, how do competency-based programs like those offered at Western Governors University (WGU) work? Unlike traditional universities, WGU does not award degrees based on completion of a certain number of credit hours or a certain set of required courses. Instead, you will earn

Progress through a degree program is governed not by the amount of time you spend in class but by your ability to demonstrate mastery of competencies as you complete required courses. Of course, you will need to engage in learning experiences as you review competencies or develop knowledge and skills in areas in which you may be weak. To help you acquire the knowledge and skills you need to complete your courses and program, WGU provides a rich array of learning resources. Your program mentor will work closely with you to help you understand the competencies required for your program and to help you create a schedule for completing your courses. You will also work closely with course instructors as you engage in each of your courses. As subject matter experts, course instructors will guide you through the

The benefit of this competency-based system is that it enables students who are knowledgeable about a particular subject to make accelerated progress toward completing a 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 already 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.

Western Governors University is the only university in the history of American higher education to have

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as 15–20 hours per week to the program, while others may need to devote more time. For this reason, pre-assessments are there to help your program mentor form a profile of your prior knowledge and create a personalized Degree Plan.

At WGU, faculty serve in specialized roles, and they will work with you individually to provide the guidance, instruction, and support you will need to succeed and graduate. As a student, it is important for you to take advantage of this support. It is key to your progress and ultimate success. Upon your enrollment, you will be assigned a program mentor—an expert in your field of study who will provide you with regular program-level guidance and support from the day you start until the day you graduate. Your program mentor will set up regular telephone appointments (weekly at first) with you, which you will be expected to keep. The mentor will review program competencies with you and work with you to develop a plan and schedule for your coursework. Your program mentor will serve as your main point of contact throughout your program—helping you set weekly study goals, recommending specific learning materials, telling you what to expect in courses, and keeping you motivated. In addition to regular calls, your SURJUDP PHQWRU LV DYDLODEOH WR KHOS \RX UHVROYH TXHVV

You will also be assigned to a course instructor for each course. Course instructors are doctoral-level subject matter experts who will assist your learning in each individual course. When you begin a new course, your assigned course instructor will actively monitor your progress and will be in touch to offer one-on-one instruction and to provide you with information about webinars, cohort sessions, and other learning opportunities available to help you acquire the competencies you need to master the course. Your course instructor can discuss your learning for the course, help you find answers to content questions, and give you the tools to navigate the course successfully. In addition, you will communicate with course instructors by posting in the online learning community and participating in live discussion VHVLRQV VXFK DV ZHELQDUV DQG FRKRUV

For many of the courses at WGU, you will be required to complete performance assessments. These include reports, papers, presentations, and projects that let you demonstrate your mastery of the required competencies. A separate group of faculty members, called evaluators, will review your work to determine whether it meets requirements. Evaluators are also subject matter experts in their field of evaluation. If your assessment needs further work before it “passes,” these evaluators, who review your work anonymously, will provide you with instructional feedback to help you meet evaluation standards DQG DOORZ \RX WR DGYDQFH

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

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.

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

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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.

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




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. When program requirements are updated, students readmitting after withdrawal from the university will be expected to

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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.

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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.

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Values-Based Leadership guides students to learn by reflection, design, and scenario planning. Through a combination of theory, reflection, value alignment, and practice, the course helps students examine and understand values-based leadership and explore foundations in creating a culture of care. In this course, students are given the opportunity to identify and define their personal values through an assessment and reflection process. Students then evaluate business cases to practice mapping the influence of values on their own leadership. In this course, students also participate in scenario planning, where they can practice implementing their values in their daily routine (i.e., behaviors) and then in a leadership setting. The course illustrates how values-driven leadership is used in goal setting as well as problem-solving at an organizational level. There are no prerequisites for this course.

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Project Management prepares you to manage projects from start to finish within any organization structure. The course represents a view into different project-management methods and delves into topics such as project profiling and phases, constraints, building the project team, scheduling, and risk. You will be able to grasp the full scope of projects you may work with on in the future, and apply proper management approaches to complete a project. The course features practice in each of the project phases as you learn how to strategically apply project-management tools and techniques to help organizations achieve their goals.



This course covers the following competencies:

- " Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.  
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- " The graduate explains how project management helps organizations achieve their goals.
- " The graduate describes the project life cycle, including how project constraints will impact a project.
- " The graduate explains the criteria and methods used for project selection.
- " The graduate explains how different types of project-management methods are used.
- " The graduate applies elements of project planning to prepare key documents of a project plan.
- " The graduate constructs a project scheduling network diagram including the identification of the critical path.
- " The graduate explains key activities for executing, monitoring and controlling, and closing projects.

## Quantitative Analysis For Business

Quantitative Analysis for Business explores various decision-making models, including expected value models, linear programming models, and inventory models. This course helps student learn to analyze data by using a variety of analytic tools and techniques to make better business decisions. In addition, it covers developing project schedules using the Critical Path Method. Other topics include calculating and evaluating formulas, measures of uncertainty, crash costs, and visual representation of decision-making models using electronic spreadsheets and graphs. This course has no prerequisites.

This course covers the following competencies:

- " Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.
- " The graduate describes common business analytical purposes for quantitative analysis methods.
- " The graduate analyzes data through numerical and graphical methods and techniques.
- " The graduate uses expected value methods as a decision-making tool.
- " The graduate analyzes projects using the critical path to schedule and control project costs.
- " The graduate uses linear programming, inventory economic ordering optimization models, and graphical representations to make informed decisions.

## Change Management

Change Management provides an understanding of change and an overview of successfully managing change using various methods and tools. Emphasizing change theories and various best practices, this course covers how to recognize and implement change using an array of other effective strategies, including those related to innovation and leadership. Other topics include approaches to change, diagnosing and planning for change, implementing change, and sustaining change.

This course covers the following competencies:

- " Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.  
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- " The graduate summarizes the theories related to change management.
- " The graduate explains how organizations diagnose the need for change and the approaches for implementing change.
- " The graduate describes different innovation strategies and the role leaders play in innovation.
- " The graduate explains the various approaches to implementing change and the roles that leaders and other stakeholders fulfill.
- " The graduate explains the strategies, principles, roles, and models for sustaining change.
- " The graduate explains how learning organizations develop and how learning organizations and traditional organizations approach change differently.

## Business Communication

Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing messages, reports, and résumés and delivering oral presentations. The course emphasizes communication processes, writing skills, message types, and presentation of data. The development of these skills is integrated with the use of technology.  
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## Principles of Management

Principles of Management provides students with an introductory look at the discipline of management and its context within the business environment. Students of this course build on previously mastered competencies by taking a more in-depth look at management as a discipline and how it differs from leadership while further exploring the importance of communication within business. This course provides students with a business generalist overview in the areas of strategic planning, total quality, entrepreneurship, conflict and change, human resource management, diversity, and organizational structure.

This course covers the following competencies:

- " Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.
- " The graduate explains fundamental economic principles used in microeconomics and macroeconomics.
- " The graduate explains concepts in microeconomics used in business and public policy decisions.
- " The graduate explains concepts in macroeconomics used in business and public policy decisions.

## Innovative and Strategic Thinking

This course covers an important part of being a business professional: the knowledge and skills used in building and implementing business strategy. The course helps students build on previously acquired competencies in the areas of management, innovative thinking, and risk management while introducing them to the concepts and theories underpinning business strategy as a general business perspective. The course will help students gain skills in analyzing different business environments and in using quantitative literacy and data analysis in business strategy development and implementation. This course helps to provide students with a generalist overview of the area of business strategy.

This course covers the following competencies:

- " Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.
- " The graduate identifies the impact of innovation in personal and professional settings.
- " The graduate utilizes evidence-based techniques to make strategic decisions.
- " The graduate applies appropriate business practices to formulate recommendations that impact organizational effectiveness.

## Finance Skills for Managers

This course provides students with an introductory look at the discipline of finance and its context within the business environment. Students gain the knowledge to differentiate between personal and business finance and how they may overlap in a business environment. Students also gain a fundamental knowledge of financial forecasting and budgeting, statement analysis, and decision making. This course provides the student a business generalist overview of the field of finance and builds on previous acquired competencies related to using spreadsheets.

This course covers the following competencies:

- " Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.
- " The graduate identifies the systems, structure, roles, and impact of finance in the business environment.
- " The graduate utilizes interest rates, time value of money, and risk and return principles to inform financial business decisions.
- " The graduate uses financial statements to determine the health of a business organization.
- " The graduate identifies how financial forecasting and budgeting helps individuals and organizations plan for future financial needs.
- " The graduate utilizes the appropriate financial tools and techniques to inform limited financial investment decisions.

## Concepts in Marketing, Sales, and Customer Contact

Concepts in Marketing, Sales, and Customer Contact introduces students to the discipline of marketing and its role within the strategic and operational environments of a business. This course covers fundamental knowledge in the area of marketing planning, including the marketing mix, while also describing basic concepts of brand management, digital marketing, customer relationship management, and personal selling and negotiating. All of this helps students identify the role of marketing within an organization.] jsmhoperational environments of a busChusiness generalist overview of the field of

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Healthcare Administration Evolution, Systems, and Leadership provides an in-depth exploration of the U.S. healthcare system. The course covers the system's evolution, key stakeholders, business principles, leadership roles, health equity issues, and the transformative influence of technology in healthcare administration. The learner will obtain tools necessary to drive positive change within the healthcare landscape through ample opportunity for strategic thinking and problem solving.

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Healthcare Policy and Governance provides a comprehensive exploration of healthcare administration, focusing on

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## American Politics and the US Constitution

American Politics and the U.S. Constitution examines the evolution of representative government in the United States and the changing interpretations of the civil rights and civil liberties protected by the Constitution. This course will give







- " The learner explains physical, cognitive, and psychosocial development from early adulthood to the end of life.
- " The learner explains the influence of emotions on psychosocial development and behavior from early adulthood to the end of life.

## Health, Fitness, and Wellness

Health, Fitness, and Wellness focuses on the importance and foundations of good health and physical fitness—particularly for children and adolescents—addressing health, nutrition, fitness, and substance use and abuse.

This course covers the following competencies:

- " Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.
- " The graduate identifies the influence of disease, fitness, and lifestyle on the body.
- " The graduate identifies the principles of nutrition and the components of a healthy diet.
- " The graduate identifies factors that influence mental, emotional, and social wellness.
- " The graduate identifies the application of the core competencies of social and emotional learning.

## Leadership and Management Specialty

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### Healthcare Leadership and Community Engagement

Healthcare Leadership and Community Engagement focuses on leadership principles and how to apply them in real-world contexts. The course prepares students to analyze community needs and create change through community engagement. As leaders, the students' job is to engage in collaborative approaches with an understanding that the overarching goal is sustained success. This course helps students develop their abilities to negotiate challenges, make decisions, and act to bring stakeholders together to create transformation within communities. There are no prerequisites for this course.

This course covers the following competencies:

- " Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.
- " The graduate proposes interprofessional team strategies in complex community environments to advance care coordination.
- " The graduate analyzes the impact of micro, mezzo, and macro sociopolitical drivers on the community's initiative and engagement to address the sociopolitical factors.
- " The graduate develops a performance management strategy based on the integral nature of leadership in the profession to support the professional identity and development, as well as the behavior and etiquette, of care providers in the community.
- " The graduate develops strategic partnerships between the community and the organization that align to the organization's mission and advance the development and implementation of shared goals.

## Professional Practice Experience

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### Professional Practice Experience I: Technical

The PPE I: Technical course allows you to use EHRGo, an electronic health record (EHR), to complete 42 structured activities to experience how an HIM professional uses an EHR. The selected activities meet AHIMA's Baccalaureate level FRPSHWHQFLHV DQG E\ FRPSOHWLQJ WKHP \RX ZLOO HDUQ 33( KRXUV 7KLV FRXUVH LV HOLJLEOH IRU DQ ,Q 3URJUHVV JUDGH 3OHDVH VHH WKH \*UDGL

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.

## Strategic Training and Development

Strategic Training and Development focuses on the development of human capital (i.e., growing talent) by applying effective learning theories and practices for training and developing employees. The course will help develop essential skills for improving and empowering organizations through high-caliber training and development processes.

This course covers the following competencies:

- " Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.
- " The learner analyzes training and development needs and solutions to support organizational goals.
- " The learner applies best practices for developing training programs and measuring their effectiveness including the use of technology when appropriate.
- " The learner describes the development and impact of talent management programs.

Western Governors University is committed to providing equal access to its academic programs to all qualified  
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collaboration, and academic accommodations for students with disabilities and other qualifying conditions under the  
Americans with Disabilities Act (ADA). WGU encourages student to complete the Accommodation Request Form as  
soon as they become aware of the need for an accommodation. Current and prospective students can reach the  
Accessibility Services team Monday through Friday 8:00 a.m. to 5:00 p.m. MST at 1-877-HELP-WGU  
(877-435-7948) x5922 or at ADASupport@wgu.edu.

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 requests.  
The Student Services team members help you resolve issues, listen to student issues and concerns, and  
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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., D Q G  
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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  
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For the most current information regarding WGU support services, please visit "Student Support" on the  
Student Portal at <http://my.wgu.edu>.