

**2019-2020 Exhibit A: Eastern Maine Community College AAS Medical Office Technology to Saint Joseph's College Online BS Health Administration**

Year 1 at EMCC			SJC Equivalent		
First Semester	Course Name	Credits	First Semester	Course Name	Credits
BCA 101	Document Processing/Formatting	2		General Elective	2
BMT 113	Medical Terminology I	3		Health Administration Elective	3
BMT 133	Intro to Medical Coding	3		Health Administration Elective	3
BUA 105	Business Communications	3		General Elective	3
BIO 127	Anatomy & Physiology I with Lab	4		Nature & Society Elective	3
				General Elective	1
Second Semester	Course Name	Credits	Second Semester	Course Name	Credits
BCA 115	Intro to Computer Applications	3		Art, Creativity & Self-Knowledge Elective	3
BMT 114	Medical Terminology II	3		Health Administration Elective	3
BIO 128	Anatomy & Physiology II with Lab	4		Nature & Society Elective	3
				General Elective	1
ENG 101	College Composition	3	EH 106	English Composition I	3
Restricted Math Elective	MUST TAKE: MAT 161 - Introduction to Statistics	3	MA 205	Elementary Statistics	3
Year 2 at EMCC			SJC Equivalent		
Third Semester	Course Name	Credits	Third Semester	Course Name	Credits
BCA 116	Database Management	3		General Elective	3
BMT 121	Medical Law & Ethics	3	HA 353	Legal Aspects of Healthcare Administration	3
BMT 206	Medical Billing & Reimbursement Methods	3		Health Administration Elective	3
BMT 221	Medical Transcription I	3		General Elective	3
Restricted Humanities/Social Science Elective		3		General Elective	3
Fourth Semester	Course Name	Credits	Fourth Semester	Course Name	Credits
BCA 202	Integrated Software Applications	3		General Elective	3
BMT 204	Medical Office Procedures	4		General Elective	4
BMT 261	Health Unit Coordinator	3		General Elective	3
ENG 215	Business and Technical Writing	3		Art, Creativity & Self-Knowledge Elective	3
Restricted Humanities/Social Science Elective		3		General Elective	3

AS credits earned 62

AS credits applied 62

Remaining Courses		
EH 107	English Composition II	3
HY	History Elective	3
HY/PH/TH	History, Philosophy and/or Theology Electives	9
PH 200	Human Nature & Ethics	3
TH 120	Embracing the Mercy Tradition	3
ES 101	Introduction to Environmental Science	3
HA 205	American Healthcare Administration	3
HA 302	Human Resource Management	3
HA 330	Healthcare Administration: Management Foundations	3
HA 343	Healthcare Financial Management	3
HA 355	Ethics in Health Administration	3
HA 410	Quality in Healthcare Administration	3
	Health Administration Elective	3
	General Electives	21

Remaining courses total 66  
**Total Credits** 128

\*Students must earn a 'C' or better in each course for the course to be eligible to transfer to SJC.

\*Students must earn a minimum of 33 credits at Saint Joseph's College and 18 credits must be within their major

\*Students must complete at least 128 credits in order to receive a Bachelor's Degree.

\*This template should be used as a guide. Official evaluations will take place after the student is accepted at Saint Joseph's College and all official transcripts have been received.