

**2020-2021 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 105	Business Communications	3		Art, Creativity & Self-Knowledge Elective	3
BMT 113	Medical Terminology I	3		Health Administration Elective	3
BMT 133	Intro to Medical Coding	3		Health Administration Elective	3
BIO 127	Anatomy & Physiology I with Lab	4		Health Administration Elective	3
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
BMT 121	Medical Law & Ethics	3	HA 353	Legal Aspects of Healthcare Administration	3
ENG 101	College Composition	3	EH 106	English Composition I	3
Restricted Elective: BIO 128 or Any Math	Anatomy & Physiology II with Lab OR Math Course	3		Nature & Society Elective OR Math Elective	3
Year 2 at EMCC			SJC Equivalent		
Third Semester	Course Name	Credits	Third Semester	Course Name	Credits
BMT 205	Medical Insurance Coding & Billing	3		General Elective	3
BMT 206	Medical Billing & Reimbursement Methods	3		Health Administration Elective	3
Restricted Elective: BMT 221 or BCA 116 Database Management	Medical Transcription I OR Database Management	3		General Elective	3
Restricted Elective: Communication, Humanities, Math, Social Science or Science	Communication OR Humanities OR Math OR Social Science OR Science Course	3		General Elective	3
Restricted Elective: Humanities or Social Science	MUST TAKE: Social Science course	3		Nature & Society Elective	3
Fourth Semester	Course Name	Credits	Fourth Semester	Course Name	Credits
BCA 202	Integrated Software Applications	3		General Elective	3
BMT 208	Medical Office Procedures	3		General Elective	3
BMT 261	Health Unit Coordinator	3		General Elective	3
ENG 215	Business and Technical Writing	3		General Elective	3
Restricted Elective: PSY 214 or Humanities or Social Science	Principles and Practices OR Humanities Course OR Social Science Course	3		General Elective	3

**AS credits earned** **60**

**AS credits applied** **59**

\*Student must take a Math course here if they chose to take BIO 128 in Year 1, Semester 2 at EMCC. Student must take an NAS Elective here if they chose to do a Math course in Year 1, Semester 2 at EMCC.

Remaining Courses		
EH 107	English Composition II	3
NAS or MA	Nature & Society Elective OR Math Elective*	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
	General Electives	16

**Remaining courses total** **61**  
**Total Credits** **120**

\*\*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 30 credits at Saint Joseph's College and 18 credits must be within their major.

\*\*Students must complete at least 120 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.