

TRANSFER GUIDE

AAS Medical Office Assistant transferring into BS Health Care Management

Kaskaskia College Courses			
AAS Medical Office Assistant – 63 hours			
ENGL 101-3	English Composition I	OFTC 111-3	Document Processing II
Elective-3	Math (Area A)	OFTC 150-3	Medical Terminology/Anatomy
PSYH 101-3	Psychology	OFTC 151-3	Intro to Medical Records
BUSN 103-3	Intro to Business	OFTC 152-3	Adv Medical Terminology/Anatomy
BUSN 149-3	Business Mathematics	OFTC 186-2	Intro to Computer Operating Systems
BUSN 201-3	Business Communications	OFTC 212-3	Office Technology Tools
CITA 100-1	Microsoft Outlook	OFTC 253-3	Medical Records Tech I: Insurance Proc
CITA 112-3	Microsoft Word Expert	OFTC 280-3	Records Management
CITA 122-3	Microsoft Excel Expert	OFTC 286-2	Office Technologies Internship I
CITA 151-4	Intro to Computer Applications	OFTC 288-2	Office Technologies Internship II
OFTC 100-1	Writing for the Office Environment	COMM 204-3	Interpersonal Communication
OFTC 110-3	Document Processing I		
Southern Illinois University Carbondale Courses Capstone Option			
BS Health Care Management (HCM) – 67 hours			
CMST 101-3	Intro to Oral Communication	HCM 365-3	Stats & Research for HC Professions
ECON 240-3	Intro to Microeconomics	HCM 371-3	Cultural Competency & DEI Healthcare
Elective-3	Humanities	HCM 375-3	Healthcare Info & Informatics
Elective-3	Physical Science	HCM 382-3	Accreditation & Compliance in HC
Elective-3	Life Science	HCM 384-3	Strategic Plan & Mktg for HC Leaders
Elective-3	Fine Arts	HCM 385-3	Healthcare Finance & Economics
Elective-3	Multicultural	HCM 388-3	Legal Aspects & Current Issues in HC
HCM 302-1	HCM Orientation	HCM 390-3	Human Resources in Health Professions
HCM 320-3	Health Policy & Politics	HCM 410-3	Oper Mgmt & Quality Improve in HC
HCM 340-3	Managrl Epidemiology & Pop Health	HCM 413-3	Long Term Care Administration
HCM 360-3	U.S. Healthcare Systems	HCM 471-3	Research of Social Responsibility in HC
HCM 364-3	Organizational Behavior in HC Orgs		
Total Hours to Bachelor Degree: 130 Hours			

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4/4/24