

# 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	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			

### Questions? Contact Us!

**Salary Range:** \$32,000-\$64,000

**Possible Careers:** Health Care Manager  
Health Services Manager  
Medical Manager  
Patient Services Manager

**Kaskaskia College**  
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## Baccalaureate Degree Requirements

Each candidate for a bachelor's degree must complete the requirements listed:

**Hour Requirements.** Student must complete at least 120 semester hrs of credit. Each student must have at least 42 hrs in courses that number 300 or above from a four-year institution.

**Residence Requirements.** Student must complete the residency requirement by taking a total of 42 semester hrs at SIU Carbondale.

**Grade Point Average Requirements.** Student must have a C average for all work taken at SIU Carbondale. Some academic programs may require a higher graduating major GPA.

## Compact Agreement

SIU Carbondale has recognized Illinois regionally accredited community college transferable baccalaureate-oriented Associate of Arts or Associate of Science degrees under the Compact Agreement since 1970. SIUC will continue to recognize the baccalaureate oriented associate degree (A.A. or A.S. degree) under the Illinois Articulation Initiative as satisfying SIU University Core Curriculum (UCC) requirements. The Associate of Applied Science (A.A.S.), Associate in Engineering Science (A.E.S.), the Associate in General Studies (A.G.S.), and the Associate in Fine Arts (A.F.A.) are not covered under the Compact Agreement and do not carry the same benefits as the A.A. and A.S. degrees.

## Saluki Transfer Pathways

[Saluki Transfer Pathways](#) is the university's dual admission program that allows baccalaureate-oriented students at eligible community colleges intending to transfer to SIU Carbondale to benefit from early admission and pre-advisement for a baccalaureate program at SIUC. Saluki Transfer Pathways allows students to be conditionally admitted to SIU Carbondale up to two years in advance of their intended transfer term so they have access to transfer credit evaluation and the university's degree audit system. This allows students to address major specific requirements that may not be automatically fulfilled with the completion of an associate degree. Students apply to Saluki Transfer Pathways by completing the Application for Undergraduate Admission and indicating an interest in the program. To participate, students must have at least two semesters remaining at their community college. Direct questions about the Saluki Transfer Pathways program to [transfer@siu.edu](mailto:transfer@siu.edu).

## DegreeWorks

DegreeWorks is an easy-to-use, online degree audit tool specifically designed for students. Once admitted to SIU Carbondale, you can use it monitor your progress toward your degree in [Salukinet](#).

## Saluki Transfer Estimator Portal (STEP)

The [Saluki Transfer Estimator Portal](#) (STEP) is a web-based tool that integrates institutional course equivalency and degree audit data to provide an unofficial credit estimation and a more seamless transfer process. STEP gives transfer students a clear roadmap for timely degree completion by providing key information about how transfer credits apply to your intended program at SIU.

PROGRAM ARTICULATION DEGREE PLAN								
<b>Kaskaskia College</b>	<b>2024-2025</b>		<b>Southern Illinois University Carbondale</b>					
AAS Medical Office Assistant - 63 Hours			BS Health Care Management (HCM) - 120 Hours					
			<b>(UCC) CAPSTONE OPTION - 30 hrs</b>					
		<b>Hrs</b>			<b>Hrs</b>			
			UNIV 101	Saluki Success	NA			
			CMST 101	Intro to Oral Communication	3			
ENGL 101	English Composition	3	ENGL 101	English Composition I	T			
			ENGL 102	English Composition II	NA			
	Math (Area A)	3	MATHEMATICS	See SIUC Transfer Equivalency Guide	T			
			ECON 240	Intro to Microeconomics	3			
PSYH 101	Psychology	3	PSYC 102	Intro to Psychology	T			
			HUMANITIES		3			
			HUMANITIES		NA			
			PHYSICAL SCIENCE		3			
			LIFE SCIENCE		3			
			FINE ARTS		3			
			HUMAN HEALTH		NA			
			MULTICULTURAL		3			
		<b>9</b>			<b>21</b>			
<b>Program Requirements</b>			<b>Program Requirements</b>					
BUSN 103	Intro to Business	3	<b>An AAS in Medical Office Assistant will satisfy the "Other" and/or "Elective" requirements for the BS-HCM even though direct equivalents are not established.</b>					
BUSN 149	Business Mathematics	3						
CITA 100	Microsoft Outlook	1						
CITA 112	Microsoft Word Expert	3						
CITA 122	Microsoft Excel Expert	3						
OFTC 100	Writing for the Office Environment	1						
OFTC 110	Document Processing I	3						
OFTC 111	Document Processing II	3						
OFTC 151	Intro to Medical Records	3						
OFTC 152	Adv Medical Terminology/Anatomy	3						
OFTC 186	Intro to Computer Operating Systems	2						
OFTC 212	Office Technology Tools	3						
OFTC 253	Med Records Tech I: Insurance Proc	3						
OFTC 280	Records Management	3						
BUSN 201	Business Communications	3				MGMT 202 (elective)	Business Communications	T
CITA 151	Intro to Computer Applications	4				HCM 310	Healthcare Services & the Consumer	T
COMM 204	Interpersonal Communication	3	CMST 262 (elective)	Interpersonal Communication	T			
OFTC 150	Medical Terminology/Anatomy	3	AH 105	Medical Terminology	T			
OFTC 286	Office Technologies Internship I	2	HCM 421	Professional Practice for Health Care Managers	T			
OFTC 288	Office Technologies Internship II	2	HCM 422	HCM Internship	T			
		<b>54</b>						
			HCM 302	HCM Orientation	1			
			HCM 320	Health Policy & Politics	3			
			HCM 340	Managerial Epidemiology & Population Health	3			
			HCM 360	U.S. Healthcare Systems	3			
			HCM 364	Organizational Behavior in Healthcare Organizations	3			
			HCM 365	Statistics & Research for Healthcare Professions	3			
			HCM 371	Cultural Competency & DEI in Healthcare	3			
			HCM 375	Healthcare Information & Informatics	3			
			HCM 382	Accreditation & Compliance in Healthcare	3			
			HCM 384	Strategic Planning & Marketing for Healthcare Leaders	3			
			HCM 385	Healthcare Finance & Economics	3			
			HCM 388	Legal Aspects & Current Issues in Healthcare	3			
			HCM 390	Human Resources in the Health Professions	3			
			HCM 410	Operations Management & Quality Improvement in Healthcare	3			
			HCM 413	Long Term Care Administration	3			
			HCM 471	Research of Social Responsibility in Healthcare	3			
					<b>46</b>			
<b>Total semester hrs completed with AAS degree:</b>		<b>63</b>	<b>Total semester hrs completed with BS degree:</b>		<b>67</b>			
			<b>Total hrs to BS degree:</b>		<b>130</b>			
Degree Plan updated on 6/13/24 by SG								