

**MONTCALM COMMUNITY COLLEGE (MCC)  
AAS MEDICAL OFFICE ADMINISTRATION  
TO AMERICAN PUBLIC UNIVERSITY SYSTEM (APUS)  
BS HEALTHCARE ADMINISTRATION  
TRANSFER GUIDE**

APUS DEGREE REQUIREMENTS	MCC COURSES	CREDITS APPLIED	CREDITS NEEDED AT APUS
<b>General Education Requirements (27 Credits Required)</b>		<b>24</b>	<b>3</b>
<b>Communication: Writing, Oral, &amp; Multimedia (COMM) (6 Credits Required)</b>		<b>6</b>	<b>0</b>
COMM120: Information and Digital Literacy <i>(Required)</i>	<i>Waived</i>		
ENGL110: Making Writing Relevant <i>(Required)</i>	MCC Written Communication ENGL 100 / 101 Option* <i>(APUS Recommends ENGL 100)</i>	3	
APUS General Education COMM Course Choice	BUSN 183 Business & Technical Communication (APUS ENGL226)	3	
<b>Arts &amp; Humanities (ARHU) (6 Credits Required)</b>		<b>3</b>	<b>3</b>
APUS General Education ARHU Course Choice	MCC Humanities and Fine Arts Option	3	
APUS General Education ARHU Course Choice			3
<b>History (HIST) (3 Credits Required)</b>		<b>3</b>	<b>0</b>
APUS General Education HIST Course Choice	MCC Social Science Option*	3	
<b>Civics, Political &amp; Social Sciences (SSPS) (6 Credits Required)</b>		<b>6</b>	<b>0</b>
APUS General Education SSPS Course Choice	MCC Oral Communication COMM 210 / 215 / 220 Option* <i>(APUS Recommends COMM 210 or 220)</i> (APUS COMM200 or COMM285)	3	
APUS General Education SSPS Course Choice	POLI 240 American Political System (APUS POLS201)	3	
<b>Mathematics and Applied Reasoning (MAAR) (3 Credits Required)</b>		<b>3</b>	<b>0</b>
APUS General Education MAAR Course Choice	MCC Mathematics MATH 102 / 159 / 180 / 190 / 250 / 251 Option* <i>(APUS Recommends MATH 102, 159, 180, or 190)</i> (APUS MATH 125, 110, 112, 120)	3	
<b>Natural Sciences (NASC) (3 Credits Required)</b>		<b>3</b>	<b>0</b>
APUS General Education NASC Course Choice	MCC Laboratory Science Option	3	
<b>Electives (27 Credits Required)</b>		<b>27</b>	<b>0</b>
Choose any additional courses to meet degree	GNST 100 Success Skills for the 21st Century	3	
	MCC Laboratory Science Option - <i>split</i>	1	
	MCC Mathematics Option - <i>split</i>	1	
	ACCT 115 Principles of Accounting I (APUS ACCT100)	4	
	AHEA 114 Medical Administrative Procedures	3	
	AHEA 215 Medical Terminology (APUS HIMA100)	3	
	CMIS 101 Computer Literacy (APUS ITCC200)	3	

requirements**	CMIS 115 Introduction to Computer Information Systems (also APUS ITCC200)	3	
	CMIS 153 Microsoft Outlook	1	
	AHEA 113 Medical Insurance & Coding	2	
	CMIS 190 Records Management	3	
	CMIS 124 Introduction to Document Production	excessive credit - 3	
	CMIS 270 Office Administration	excessive credit - 4	
	CMIS 224 Advanced Document Production	excessive credit - 3	
<b>Major Requirements (48 Credits Required)</b>		<b>0</b>	<b>48</b>
PBHE111: Introduction to Health Care Administration			3
PBHE112: Health Services Organization			3
HIMA240: Healthcare Reimbursement Methodologies			3
HIMA250: Healthcare Delivery Systems and Documentation			3
HCAD300: Legal and Ethical Principles in Healthcare			3
HCAD301: Healthcare Principles and Policies			3
HCAD302: Healthcare Quality and Safety			3
MGMT311: Organizational Behavior			3
PBHE315: Health Economics and Finance			3
PBHE215: Healthcare: Moral Issues			3
HCAD400: Strategic Planning and Marketing in Healthcare			3
FINC405: Budget Development and Execution			3
HRMT407: Human Resource Management			3
HIMA410: Informatics and Analytics			3
PBHE427: Epidemiology			3
HIMA460: Healthcare Data Management and Governance			3
<b>Addiction Treatment Facility Management Concentration Requirements^ (15 Credits Required)</b>		<b>0</b>	<b>15</b>
PSYC324: Psychology of Addiction & Substance Abuse			3
HRMT411: Dispute Resolution			3
MGMT312: Leadership & Motivation			3
BUSN310: Business Theory			3
MKTG301: Principles of Sales			3
<b>Final Program Requirement (3 Credits Required)</b>		<b>0</b>	<b>3</b>
HCAD498: Senior Seminar in Health Sciences	<b>MUST BE TAKEN AS FINAL COURSE</b>		3
<b>120 Credits Needed for Graduation</b>		<b>51</b>	<b>69</b>

<sup>^</sup>Credit mapped toward the concentration that benefits students the most. Other available concentrations for this program:

1) Correctional Healthcare Facility Management, 2) Emergency Management, 3) Leadership, and 4) Mental Healthcare Facility Management

\*Credit variances in academic placement and credit award can occur based on student course selections and APUS' program requirements.

\*\*Any transferable course not used to fulfill General Education or Major/Concentration requirements may be taken. Please note remedial/developmental and vocational credit is not transferrable.

**Note:** In order to transfer courses to APUS, the student must earn a grade of "C" or better.