

PROGRAM ARTICULATION DEGREE PLAN					
Kaskaskia College		2024-2025		Southern Illinois University Carbondale	
AAS Medical Office Assistant - 63 Hours				BS Health Care Management (HCM) - 120 Hours	
				(UCC) CAPSTONE OPTION - 30 hrs	
		Hrs		Hrs	
			UNIV 101	Saluki Success	NA
			CMST 101	Intro to Oral Communication	3
ENGL 101	English Composition I	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			
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 4/2/24 by SG					