

## Eastern Maine Community College & Saint Joseph's College

Associate of Applied Science- Medical Assistant ~ Bachelor of Science Health Administration :  
 Academic Year Transfer Credit Agreement Course Catalog: 2014-2015

SJC CRN	SJC General Elective Requirements	Credits	EMCC CRN	Course Equivalents	Credits
GENXFR	General Elective	1	BIO 124	A&P I (lab)	1
GENXFR	General Elective	1	BIO 126	A&P II (lab)	1
GENXFR	General Elective	1	MAS 101	Introduction to Medical Assisting	1
GENXFR	General Elective	3	BMT 113	Medical Terminology I	3
GENXFR	General Elective	3	MAS 121	Medical Office Procedures	3
GENXFR	General Elective	3	BCA 115	Introduction to Computer Applications	3
GENXFR	General Elective	3		Free elective (100 level or higher)	3
GENXFR	General Elective	4	MAS 111	Clinical Procedures I with Lab	4
GENXFR	General Elective	3	MAS 201	Principles of Pharmacology	3
GENXFR	General Elective	4	MAS 211	Clinical Procedures II with Lab	4
GENXFR	General Elective	3	BIO 222	Pathophysiology	3
GENXFR	General Elective	3	MAS 221	Insurance Coding for the Medical Office	3
GENXFR	General Elective	5	MAS 231	Medical Assistant Externship	5
GENXFR	General Elective	3	BMT 121	Medical Law & Ethics	3
GENXFR	General Elective	3	ENG 215	Business & Technical Writing	3
GENXFR	General Electives*	4			
<i>Total Required General Elective Credits:</i>		<b>47</b>		<i>Total Elective Transfer Credit:</i>	<b>43</b>
SJC CRN	SJC General Education Requirements	Credits	CRN	Course Equivalents	Credits
EH 106	English Comp. I	3	ENG 101or105	College Composition	3
EH 107	English Comp. II*	3			
PH 210	Ethics*	3			
MA 205	Elementary Statistics*	3			
HISXFR	History*	3			
HISXFR	History*	3			
MTHXFR	College Mathematics	3		Math (100 level or higher)	3
PHLXFR	Philosophy*	3			
THEXFR	Theology*	3			
SSCXFR	Social Science	3	PSY 101	Introduction to Psychology	3
SSCXFR	Social Science	3	PSY 231	Developmental Psychology	3
NATXFR	Science	3	BIO 122	Anatomy & Physiology I	3
NATXFR	Science	3	BIO 122	Anatomy & Physiology II	3
HUMXFR	Humanities (see SJC guidelines on page 2)*	3			
HUMXFR	Humanities (see SJC guidelines on page 2)*	3			
<i>Total Required General Education Credits:</i>		<b>45</b>		<i>Total General Education Transfer Credit:</i>	<b>18</b>
SJC CRN	SJC Major Specific Requirements	Credits	EMCC CRN	Course Equivalents	Credits
HA 205	American Health Care Systems	3			
HA 302	Human Resource Management	3			
HA 330	Health Administration	3			
HA 343	Health Care Financial Management	3			
HA 353	Legal Aspects- Health Care Administration	3			
HA 355	Ethics in Health Administration	3			
<i>Total Required Major Courses:</i>		<b>18</b>		<i>Total Required Major Transfer Credit:</i>	<b>0</b>
SJC CRN	SJC Major Elective Requirements	Credits	EMCC CRN	Course Equivalents	Credits
	<b>Choose six of following three-credit courses:</b>	<b>18</b>			
HA 214	Healthcare Informatics				
HA 350	Leadership in Healthcare Administration				
HA 401	Special Topics in Healthcare				
HA 410	Quality in Healthcare Administration				
HA 454	Strategic Planning in Healthcare Administration				
LTC 210	Intro to Long-Term Care Administration				
LTC 310	Aging in America				
LTC 448	Issues in Long-Term Care Policy				
HIM 320	Reimbursement Methodologies				
HIM 340	Information & Communication Technologies				
HIM 402	Project & Operations Management				
HIM 403	Healthcare Statistics & Research				
HE 200	Introduction to Community Health				
	<b>red= must be taken at SJC</b>				
	<b>* = may be taken at SJC, EMCC or other school</b>				
	<b>Total SJC credits must be minimum of 33</b>				
<i>Total Required Major Elective Courses:</i>		<b>18</b>		<i>Total Required Major Elective Transfer Credit:</i>	<b>0</b>
<b>Total B.S. Health Administration Credits Remaining:</b>		<b>67</b>		<b>Total A.S. Medical Assistant Transfer Credit Awarded:</b>	<b>61</b>
<b>Total SJC Degree Completion Credits</b>		<b>128</b>			

## Guidelines for transfer credit applicability

### **Sciences**

Includes all science courses except behavioral and social sciences.

**Examples:** Anatomy and Physiology, Microbiology, Biological Sciences (Botany, Zoology, Animal Behavior), Environmental/Ecology, Entomology, Chemistry, Physical Sciences (Geology, Physics, Earth Science, Astronomy, Geography)

### **Social Sciences**

Broadly defined as human and behavioral sciences

**Examples:** Psychology, Sociology, Anthropology, Social Work (including Human Services and Social Welfare courses), Political Science (including American Government)

### **Philosophy**

May include Philosophy, Logic and Ethics. Must be coded as Philosophy.

**Examples:** Philosophy, Logic & Ethics

**Not Acceptable:** Medical Ethics

### **Ethics**

Must be general ethics/philosophy based

**Examples:** Ethics

**Not Acceptable:** Medical Ethics

### **Theology**

Bible Studies, Theology, Religious Studies. Must fall under the department of Religion or Theology

**Examples:** World Religions, Theology of Christ

### **History**

Includes all college level history courses cataloged within the history department.

**Examples:** World Civilization, U.S. History, Western Civilization

**Not Acceptable:** Courses that are based within a specific major such as Educational History.

### **Humanities**

**Examples:** Theater/Drama/Film (History or Appreciation), Music (History or Appreciation), Art (History or Appreciation), Literature, Mythology, Foreign Language, History, Philosophy, Theology, Humanities survey courses

**Not Acceptable:** Education courses, Applied art (Ceramics, drawing, sculpture, photography, silkscreen, watercolor), Applied music courses (chorus, piano, French horn, etc.), Speech or Public Speaking or Broadcasting journalism courses, Writing courses (grammar, business writing, tech. writing, creative writing, etc.), Political Science, ASL American Sign Language

### **General Elective**

Any of a variety of college level courses. May include courses in applied arts and sign language, business courses, accounting courses, social sciences, nursing etc.

**Examples:** Business Ethics, Medical Bioethics, Nursing 101, Intro to Paralegal

**Not Acceptable:** Physical education courses, vocational courses or other course work that does not have a theoretical basis.

**Saint Joseph's College Online will grant transfer credit from accredited colleges or universities with a course grade of "C" or better, provided the course is applicable. To earn a degree through Saint Joseph's College Online students must complete 25% of courses at Saint Joseph's College. Students may transfer up to 95 credits to a Bachelor's degree at Saint Joseph's College Online. Students must take a minimum of 33 credits with Saint Joseph's College Online, 18 of those credits must be within your major/specialization.**