

Associate of Applied Science in Health Care Office Manager to Bachelor of Health Administration

The following is presented as an articulation agreement between Harper College (Harper) and Governors State University (GSU) for the Health Administration degree program based on the current catalogs for both institutions. The student would receive an Associate in Applied Science (AAS) degree from Harper and a Bachelors of Health Administration (BHA) degree from GSU. **The BHA degree is offered at Triton College. Applicants must have obtained a minimum of 2.50 GPA for the last 60 hours.**

I. TRANSFERABLE GENERAL EDUCATION CORE CURRICULUM (15 Hours)

Communications (6 hours)

- ENG 101 - Composition I (3)
- SPE 101 - Fundamentals of Speech Communication (3)

Humanities and Fine Arts (3 hours)

Humanities or Fine Arts Course (3)*

Select a course that meets Harper College World Cultures and Diversity Requirement

Mathematics (3 hours)

IAI Mathematics Course (3)* [sub for MGT 150]

Physical and Life Sciences (0 hours)

Social and Behavioral Sciences (3 hours)

- PSY 101 - Introduction to Psychology (3)

II. AREA OF CONCENTRATION/MAJOR FIELD (45 Hours)

- BIO 135 - Intro to Human Anatomy & Physiology (4)
- BIO 136 - Intro to Human Disease (3)
- HSC 104 - Health Care Technology and Informatics (2)
- HSC 105 - Introduction to Health Care Today (2)
- HSC 112 - Medical Terminology (2)
- HSC 213 - Legal and Ethical Issues in Health Care (2)
- MGT 111 - Introduction to Business Organization (3)
- MGT 270 - Principles of Management (3)
- MOA 145 - Health Care Records Management (2)
- MOA 150 - Math Applications in Health Care (1)
- MOA 195 - Principles of Health Insurance Billing (3)
- MOA 235 - Health Care Office Procedures (3)
- MOA 245 - Health Care Office Management (3)
- MOA 299 - Medical Office Capstone (3)
- Electives (9) (See HC Catalog for a list of course choices)

REQUIRED A.A.S. DEGREE PROGRAM TOTAL: 60 Hours

*** Refer to the Harper's AA/AS guidelines for a list of course choices in Section I.**

Note: Students can complete up to 80 hours at Harper by taking additional general education courses from Section III required for BHA degree.

(over)

III. TO BE TAKEN AT GSU OR HARPER COLLEGE (22-23 Hours)

- Composition II (HC ENG 102 or GSU ENGL 1010) (3)
- Fine Arts Course (3)*
- Humanities Course (3)*
- Life Science Course (3-4)* [either life or physical science course must have a lab]
- Physical Science Course (3-4)* [either life or physical science course must have a lab]
- Social and Behavioral Science Courses [one must be non-psych] (6)*

**Refer to GSU/HC website for a list of course choices in Section III General Education course options.*

IV. TO BE TAKEN AT GSU (54-60 Hours)

Required Courses (54 hours)

- HLAD 3099 - Healthcare Organization (3)
- HLAD 3101 - Introduction to Health Care Management Strategies (3)
- HLAD 3102 - Principles of Healthcare Economics (3)
- HLAD 3103 - Basics of Health Care Informatics (3)
- HLAD 3104 - Healthcare Statistics (3)
- HLAD 3106 - Introduction to Epidemiology (3)
- HLAD 3107 - Medical Sociology (3)
- HLAD 3108 - Health Care and Politics (3)
- HLAD 3109 - Ethics in Healthcare Administration (3)
- HLAD 4099 - Health Administration Practicum (3)
- HLAD 4101 - Health Care Organizational Behavior (3)
- HLAD 4103 - Legal Aspects of Health Care (3)
- HLAD 4104 - Health Care Economics (3)
- HLAD 4105 - Management in Health Care Setting (3)
- HLAD 4106 - Health Care Accounting (3)
- HLAD 4107 - Health Care Human Resource Management (3)
- HLAD 4108 - Health Planning (3)
- HLAD 4901 - Institutional Management for Health Care Organizations (3)

Optional Electives (0-6 hours)

Students who wish to pursue a Long-Term Care Certificate must take HLAD 5101 and 5102 and complete with a grade of C or higher.

- HLAD 5101 - Introduction to Long-Term Care (3)
- HLAD 5102 - Nursing Home Administration (3)

Minimum Required for BHA in Health Administration: 120 Hours

(136-143 hours required to satisfy AAS, General Education and BHS requirements.)

For Additional Information:

Governors State University

Office of Admissions

(708) 534-4490

TransferGuide@govst.edu

[Visit College of Health and Human Services at www.govst.edu/chhs](http://www.govst.edu/chhs)

Harper College

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Transfer Information Specialist

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[Visit Harper College at www.harpercollege.edu](http://www.harpercollege.edu)