


<p>Program Transfer Guide Des Moines Area Community College Associate in Applied Science (AAS) in MEDICAL OFFICE SPECIALIST → UIU Bachelor of Science (BS) in HEALTH SERVICES ADMINISTRATION – GENERAL EMPHASIS OCTOBER 2023</p>	 <p>UPPER IOWA UNIVERSITY</p> <p>EDUCATION BUILT FOR LIFE</p>
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Years 1 & 2 at Des Moines Area Community College:

DMACC Program Course Sequence			Course Transfers into UIU as			
Course ID	Course Name	# Cr	Course ID	Course Name	# Cr	Requirement Fulfilled
Semester 1						
ADM 157	Business English	3	---	---	3	Free Elective
ADM 162	Office Procedures	3	---	---	3	Free Elective
BCA 212	Intro Computer Business Appl	3	IS 102	Intro to Comp. Appls &Tech.	3	Gen Ed Comp. Skills
MGT 145	Human Relations in Mgmt.	3	---	---	3	Free Elective
SDV 108	The College Experience	1	---	---	1	Free Elective
BCA 160	Comprehensive Word I	3	---	---	3	Free Elective
Semester 2						
ADM 188	Project & Event Management	3	---	---	3	Free Elective
ADM 154	Business Communication	3	COMM 307	Business & Prof Comm	3	Free Elective
BCA 152	Comprehensive Spreadsheets	3	---	---	3	Free Elective
BUS 112	Business Math	3	---	---	3	Free Elective
ADM 131	Office Calculators	1	---	---	1	Free Elective
HSC 114	Medical Terminology	3	---	---	3	Free Elective
Semester 3						
ADM 147	Customer Services Health Care	3	---	---	3	Free Elective
HSC 128	Anatomy & Phys for Allied	3	---	---	3	Free Elective
HIT 121	Pharmacology	2	---	---	2	Free Elective
MAP 141	Medical Insurance	3	---	---	3	Free Elective
MAP 532	Human Body-Health & Disease	3	---	---	3	Free Elective
ACC 104 OR ACC 131	Fundamentals of Bookkeeping Principles of Accounting I	3 4	---	---	3 4	Free Elective Business Core
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Semester 4						
HIT 290	Reimbursement Methods	3	---	---	3	Free Elective
MAP 220	Medical Administrative Proc	3	---	---	3	Free Elective
AAS Degree Core Distributed (ENG 105)		3	ENG 101	English Composition I	3	Gen Ed Comm/Wrtn
AAS Degree Core Distributed (SPC 101 OR SPC 122)		3	COMM 105 OR COMM 200	Public Speaking OR Interpersonal Comm.	3	Gen Ed Comm/Oral
MGT 101 OR MGT 147 OR MGT 170	Principles of Mgmt OR Leadership Development OR Human Resources Mgmt	3 OR 3 OR 3	BA 210 BA 365 BA 361	Management Principles Leadership Theory Human Resources Mgmt	3 3 OR 3	Major Free Elective Major
Semester 5						
ADM 221	Career Development Skills	2	---	---	2	Free Elective
MAP 806	Internship Seminar - Medical Office Specialist	1	---	---	1	Free Elective
MAP 807	Internship - Medical Office Specialist	2	---	---	2	Free Elective
Total occupational course credits earned:		70	Total course credits accepted:		70	
Total transferable credits#:		70				

*UIU recommendations are **bolded**.*

Years 3 & 4 at Upper Iowa University:

UIU Program Course List		# Cr	Requirement Fulfilled	Transferred In
General Education Courses				
	any Gen Ed in Arts/Humanities	3	Gen Ed Arts/Humanities	---
	any Gen Ed in Arts/Humanities	3	Gen Ed Arts/Humanities	---
<i>ENG 101</i>	<i>English Composition I</i>	3	<i>Gen Ed Comm./Wrtn</i>	<i>ENG 105 (if selected)</i>
ENG 102	English Composition II	3	Gen Ed Comm./Wrtn	---
<i>COMM 105</i> OR <i>COMM 200</i>	<i>Public Speaking</i> <i>Interpersonal Communication</i>	3	<i>Gen Ed Comm./Oral</i>	<i>SPC 101</i> OR <i>SPC 122</i>
<i>IS 102</i>	<i>Intro Computer Applications & Technology</i>	3	<i>Gen Ed Computer Skills</i>	<i>BCA 212</i>
MATH 105 or higher	College Algebra w/ Applications	3	Gen Ed Mathematics	---
	any Gen Ed in Natural Science	3	Gen Ed Natural Science	---
	any Gen Ed in Natural Science	3	Gen Ed Natural Science	---
	<i>any Gen Ed in Social Science</i>	3	<i>Gen Ed Social Science</i>	<i>ECON 160</i>
	any Gen Ed in Social Science	3	Gen Ed Social Science	---
	any Gen Ed in Cultures	3	Gen Ed Cultures	---
Business Core Courses				
ECON 160	Principles of Microeconomics	3	Business Core	---
ACCT 201	Accounting Principles I	3	Business Core	ACC 131
BA 210	Management Principles	3	Business Core	MGT 101
BA 361	Human Resources Management	3	Business Core	---
BA 460	Strategic Management	3	Business Core	---
Major Courses				
HSA 205	Intro to the American Health System	3	Major	---
HSA 241	Healthcare Informatics	3	Major	---
HSA 344	Population Health Management	3	Major	---
HSA 360	Health Care Law & Ethics	3	Major	---
HSA 362	Financial Management of Health Care Orgs	3	Major	---
HSA 440	Health Services Administration	3	Major	---
HSA 460	Health Services Policy & Regulation	3	Major	---
HSA 490	Health Program Planning & Evaluation	3	Major	---
HSA 306	Long Term Care Administration	3	Emphasis	---
HSA 312	Community & Public Health	3	Emphasis	---
ECON 455	Economics of Health and Health Care	3	Emphasis	---
Total additional credits needed at UIU to complete degree:		66		
Total transferable credits from DMACC:		70		
Total Earned Credits:		136		

Courses to be taken at Upper Iowa University

~~ NOTES ~~

LEGEND:

- # Transfer grades lower than a C- will not be accepted.
- **Bolded** text indicates UIU recommendations.
- *Grayed out text* indicates courses fulfilled through transfer. Strikethrough indicates specific course if within grouping.

A minimum of 120 semester credits is required for a baccalaureate degree; up to 78 lower-division college semester credits from Des Moines Area Community College. A minimum of 30 credits must be upper-division credits for a UIU baccalaureate degree; lower-division transfer work from Des Moines Area Community College does not contribute to the upper-division credit requirement at UIU.

This program transfer guide is based on the August 2023 course-to-course articulation (UIU 2023-24 catalog & DMACC 2023-24 catalog).

Every effort has been made to ensure the accuracy and completeness of this program articulation. The office of the Registrar of Upper Iowa University reserves the right to make corrections, additions, and deletions as necessary.

Maximize Your Transfer to UIU

Take up to 8 credits to fulfill general education and business core requirements.

Choose up to 8 additional credits at Des Moines Area Community College to transfer into Upper Iowa University to fulfill general education and business core requirements. View the Additional Elective Transfer Guide list below for course selection and recommendations. Talk with your advisors to ensure additional courses will fit with your degree plan and financial aid requirements.

Choose up to 8 credits from the following areas:

- Arts/Humanities General Education Requirement – up to 6 credits
- Communication (Written) General Education Requirement – up to 3 credits
- Mathematics General Education Requirement – up to 3 credits
- Natural Science General Education Requirement – up to 6 credits
- Social Science General Education Requirement – up to 3 credits
- Cultures General Education Requirement – up to 3 credits
- Business Core – up to 6 credits