

## TRANSFER PATHWAY GUIDE

### Associate of Applied Science in Medical Office Administration to Bachelor of Science in Healthcare Management

#### **General Transfer Benefits**

Bellevue University accepts the Associate of Applied Science in Medical Office Administration, in its entirety from Montcalm Community College to count towards requirements for the Bachelor of Science in Healthcare Management at Bellevue University. The generous credit transfer policy for students also includes the identification of additional elective credits beyond the associate degree that can be taken at Montcalm Community College and count towards bachelor degree requirements at Bellevue University\*. Any courses considered remedial/developmental (less than 100-level) will not transfer for college credit. A free, preliminary transfer credit evaluation can be requested at any time by providing unofficial transcripts to your Bellevue University Next Degree Navigator who will provide one-on-one advising and transfer support throughout the process

Other Benefits include:

- Credits from courses with a letter grade of D- will transfer if they are earned as part of the associate degree requirements.
- No prerequisites will be required for students starting an accelerated cohort program with a completed associate degree.
- Students may transfer up to a total of 78 credit hours inclusive of the associate degree and any eligible elective credits earned at the community college\*\*.

#### **Bachelor Degree Requirements for accelerated cohort programs**

Minimum Credits for Bachelor of Science:	127
Minimum Hours in Residence at Bellevue University (includes online courses):	30
Minimum Upper Level Hours to be completed with Bellevue University:	30
Minimum Upper Level Hours in the Major at Bellevue University	12
Minimum Cumulative GPA required to graduate:	2.0
Minimum Major GPA required to graduate:	2.5

#### **Admissions Requirements\*\*\***

For admission into Bellevue University, students are required to complete:

1. Application for Admission – Completed at <https://transfer.bellevue.edu/pfcc>.
2. Official Transcripts – Order all necessary official transcripts to satisfy program admissions requirements. Electronic transcripts should be sent from the school to: [BUSRTranscripts@bellevue.edu](mailto:BUSRTranscripts@bellevue.edu)
3. Academic Readiness Assessment – This short assessment gauges the student's current academic skillset. This is not a pass or fail test; this helps the student identify their strengths and weakness and allows their Admissions Counselor to address any areas of concern before the student enrolls. Once the application for admission is finished, the student will receive a unique link to complete the assessment.
4. Financing – Complete the FAFSA and add Bellevue University's school code: **002538**  
OR discuss alternate financing options with your local Next Degree Navigator and Admissions Counselor.

\*Some exclusions may apply. Consult with your Next Degree Navigator/Admissions Counselor to determine eligible elective credits, which can be transferred in to count towards your chosen degree program and to verify minimum graduation requirements for this degree.

\*\*\*Additional Admission Requirements – Due to accreditation, licensing, or other determining factors, additional admission requirements may apply. After meeting these qualifications, the student may be granted full admittance.

<b>Associate Degree:</b>	 <b>BELLEVUE</b> UNIVERSITY	<b>Major:</b>
<b>School:</b>		<b>Emphasis:</b>
<b>Catalog: 2024/2025</b>		<b>Degree:</b>

**Montcalm Community College**  
**AAS in Medical Office Administration (min 60 hrs.)**

**Bellevue University,**  
**BS in Healthcare Management (127 hrs.)**

**Major Courses (36.5 hrs)**

ACCT 115 - Principles of Accounting I	4
AHEA 113 - Medical Insurance & Coding	2.5
AHEA 215 - Medical Terminology	3
BUSN 183 - Business & Technical Communication	3
CMIS 101 - Computer Literacy	3
CMIS 115 - Introduction to Computer Information Systems	3
CMIS 124 - Introduction to Document Production	3
CMIS 153 - Microsoft Outlook	1
CMIS 175 - Microcomputer Applications	4
CMIS 190 - Records Management	3
CMIS 224 - Advanced Document Production	3
CMIS 270 - Office Administration	4

**Major Courses (40 hrs)**

4	BMHC 300 Foundations for Professional Success in Healthcare Management
4	BMHC 313 Health Information Technology
4	BMHC 323 Operations Management
4	BMHC 333 Human Resources in Healthcare
4	BMHC 346 Evidence-Based Management
4	BMHC 353 Marketing Healthcare Services
4	BMHC 413 Fiscal Management
4	BMHC 423 Legal and Regulatory Issues
4	BMHC 433 Principles of Healthcare Management
4	BMHC 445 Applied Decision Making in Healthcare Management

**General Education Courses (26 -29 hrs)**

Life Skills	3
Written Communication	3
Oral Communication	3
Laboratory Science	4-5
Mathematics	4-5
Global and Cultural Awareness (Social Science, Humanities & Fine Arts, Other Discipline)	9-10

**Electives**

**(12.5-15.5 hrs)**

*Can be taken at Community College, Bellevue University, Military, CLEP, or other regionally accredited institutions\**

(12.5-15.5)	Elective Credits
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**Kirkpatrick Signature Series (KSS)**

**(9 hrs)**

*\*\*Must be taken in residence\*\**

3	LA 400 American Vision & Values
3	LA 410 Tradition & Change
3	LA 420 Freedom & Responsibility

<b>Minimum Credits for BS:</b>	<b>127</b>
<b>Minimum Hours in Residence:</b>	<b>30</b>
<b>Minimum Upper-Level Hours:</b>	<b>30</b>
<b>Minimum Cumulative GPA:</b>	<b>2.0</b>

**Summary:**

<i>Hours*</i>	<i>School Name</i>
62.5 - 65.5	MCC AAS in Medical Office Administration
62.5 - 65.5	Total Transfer Hours
waved	LA 105 Requirement
0	Integrative General Education to be completed
9	Signature Series to be completed
40	Major Requirements
12.5-15.5	Electives to be completed (at Community College, Bellevue University or Other)
127	<b>TOTAL HOURS</b>

**\*Consult with your Next Degree Navigator/Admissions Counselor to determine your eligible credits, as well as to verify minimum graduation requirements for any degree. Transfer credits must be from a regionally accredited college or University. Bellevue University makes no promises to prospective students regarding the acceptance of credit awarded by examination, credit for prior learning, or credit for transfer until an evaluation has been conducted.**

**Bellevue University is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)). Bellevue University is committed to providing an environment that is free from harassment and discrimination based upon race, color, religions, sex, national origin, age, disability, genetic information, military obligations, or status in any other group protected by local, state, or federal law. Bellevue University, 1000 Galvin Road South, Bellevue Nebraska 68005.**