

**MINNESOTA STATE COLLEGES AND  
UNIVERSITIES\*  
ARTICULATION AGREEMENT  
BETWEEN**

**CENTURY COLLEGE  
AND  
MINNESOTA STATE UNIVERSITY MOORHEAD**

\*The Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements and has delegated this authority to colleges and universities.

This Agreement is entered into between **CENTURY COLLEGE** (hereinafter sending institution), and **MINNESOTA STATE UNIVERSITY MOORHEAD** (hereinafter receiving institution). This Agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Minnesota.

The sending institution has established a **MEDICAL OFFICE ASSISTANT, ADMINISTRATIVE TRACK AAS** (hereinafter sending program), and the receiving institution has established a **HEALTH SERVICES ADMINISTRATION BS** (hereinafter receiving program), and will facilitate credit transfer and provide a smooth transition from one related program to another. It is mutually agreed:

**Admission and Graduation Requirements**

- A. The receiving institution's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- B. Students must fulfill the graduation requirements at both institutions.
- C. Students must complete the entire sending program and meet the receiving institution's admission requirements for the agreement to apply.

**Transfer of Credits**

- A. The receiving institution will accept **44 credits** from the sending program. A total of **76 credits** remain to complete the receiving program, depending on the MnTC courses successfully completed.
- B. Courses will transfer as described in the attached Program Articulation Table. For system institutions, once the courses are encoded, they will transfer as described in the Transferology Audit.

**Implementation and Review**

- A. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
- B. This Articulation Agreement is effective on **11/01/2018** and shall remain in effect until the end date of **11/01/2023** or for five years, whichever occurs first, unless terminated or amended by either party with 90 days prior written notice.
- C. The college and university shall work with students to resolve the transfer of courses should changes to either program occur while the agreement is in effect.
- D. This Articulation Agreement will be reviewed by both parties beginning **05/01/2023** (within six months of the end date).
- E. When a student notifies the receiving institution of their intent to follow this agreement, the receiving institution will encode course waivers and substitutions.

September, 2018

## PROGRAM ARTICULATION TABLE

	College (sending)	University (receiving)
Institution	CENTURY COLLEGE	MINNESOTA STATE UNIVERSITY MOORHEAD
Program name	Medical Office Assistant, Administrative Track	Health Services Administration
Award Type (e.g., AS)	AAS	BS
Credit Length	60	120
CIP code (6-digit)	51.0716	510701
Describe program admission requirements (if any)		

### Instructions

- List all required courses in both academic programs.
- MnTC goal areas transfer to the receiving institution according to the goal areas designated by the sending institution.
- Do not indicate a goal area for general education courses that are not part of the MnTC.
- For restricted or unrestricted electives, list number of credits.
- Credits applied: the receiving institution course credit amount may be more or less than the sending institution credit amount. Enter the number of credits that the receiving institution will apply toward degree completion.
- Show equivalent university-college courses on the same row to ensure accurate DARS encoding.
- Equiv/Sub/Wav column: If a course is to be encoded as equivalent, enter Equiv. If a course is to be accepted by the university as a "substitution" only for the purposes of this agreement, enter Sub. If a course requirement is waived by the receiving institution, enter Wav. If a course is to be accepted by the university as a MnTC goal area, restricted elective or unrestricted elective, leave the cell blank.

(To add rows, place cursor outside of the end of a row and press enter.)

### SECTION A - Minnesota Transfer Curriculum-General Education

College (sending)			University (receiving)			
course prefix, number and name	Goal(s) <sup>1</sup>	Credits	course prefix, number and name	Goal(s) <sup>1</sup>	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
COMM 1031 Interpersonal Communication OR COMM 1051 Intercultural Communication	1,7 1,8	3	COMM 201 Interpersonal Commun OR COMM 285 Intercultural Commun	1, 7 1, 8	3	Equiv Equiv
AND ENGL 1021 Composition I		4	ENGL 101 English Composition I	1	4	Equiv
BIOL 1024 Human Biology	3	3	BIOL 104 Human Biology	3	3	Equiv
History Social Behavioral Sciences Course (Goal 5)	5	3	Goal Area 5	5	3	
Humanities Fine Arts Course (Goal 6)	6	3	Goal Area 6	6	3	
MnTC/General Education Total:		16				

Special Notes, if any:

<sup>1</sup> MnTC goal areas transfer to the receiving MnSCU college/university according to the goal areas designated by the sending college/university

## SECTION B - Major, Emphasis, Restricted and Unrestricted Electives or Other

(Pre-requisite courses, required core courses, required courses in an emphasis, or electives (restricted or general) within the major). Restricted electives (in Major) fulfill a specific requirement within a major. Example A: "Choose two of the following three courses;" Example B: A Biology degree may require 40 science credits (20 credits of required courses + 20 credits of listed related courses, such as botany, genetics, sociobiology, etc. which students can select).

Major, Emphasis, Restricted, Unrestricted Electives or Other Courses			
OFFT 2006 Med Office Fundamentals	3	Electives	28
OFFT 2010 Medical Office Terminology	3		
OFFT 2021 Electronic Health Records	3		
OFFT 2030 Medical Office: Insurance & Billing	3		
OFFT 2041 Healthcare Documentation Fundamentals	3		
BMGT 2035 Human Relations in Business <b>OR</b>	3		
MKTG 1025 Building Your Personal & Professional Brand			
HSCI 1000 Intro to Healthcare Careers	3		
OFFT 2012 Medical Office: Disease Concepts	2		
OFFT 2013 Medical Office: Pharmacology & Lab Medicine	2		
OFFT 2050 Intro to Health Information	3		
CAPL 1022 Microsoft Outlook (1), CAPL 1023 Microsoft Word (3), OFFT 2044 Healthcare Documentation Capstone (3), OFFT 2099 Office Technology Capstone (3), OFFT Speech Recognition (1), OFFT 2783 Medical Office Practicum (2-3), CAPL 1010 Intro to Software Apps (3)	16-17	Not Applicable	0
<b>Major, Emphasis, Unrestricted Electives Total</b>	<b>44 - 45</b>	<b>Total College Credits Applied (sum of sections A and B)</b>	<b>44</b>

**Special Notes:** \*Recommended to make the most of the MnTC coursework or because the course fulfills requirements of the Women's and Gender Studies major.

## SECTION C - Remaining University (receiving) Requirements




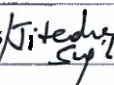



course prefix, number and name	Credits
Remaining MnTC/ LASC Goal Requirements*	20
HSAD 218 Introduction to Health Care and Global Health (Goal 8)	3
HSAD 416 Healthcare Leadership & Management	4
HSAD 417 Quality Management in Health Care	3
HSAD 420 Healthcare Policy and Economics (WI)	3
HSAD 414 Healthcare Strategic Planning & Marketing	3
HSAD 418 Health Care Law and Ethics	3
HSAD 350 Evidence Based Program Planning & Research Methods	3
HSAD 403 Health Informatics	3
HSAD 419 Healthcare Finance & Reimbursement Methods	3
HSAD 326 Epidemiology & Introductory Biostatistics	3
HSAD 400 Aging in United States: Introduction to Gerontology & Senior Support Care	3
HSAD 468 Internship Seminar	1
HSAD 469 Internship**	3
OM 380 Methods Improvement	3
HSAD 422 Regulatory Management in Healthcare	3
MGMT 440 Human Resource Management	3
MGMT 451 Organizational Behavior <b>OR</b>	3
PMGT 315 Process Leadership	
PMGT 310 Project Management & Scheduling	3
PHIL 311 Professional Ethics (Goals 6, 9) (WI)	3
<b>Total Remaining University Credits<sup>2</sup></b>	<b>76</b>

**Special Notes, if any:** \* MnTC goal areas must be met and 42 MnTC/ LASC credits earned. Students can complete HSAD 218 for Goal area 8. \*\* Number of credits is dependent on the placement. ACCT 230 Principles of Accounting I (3), and MKTG 270 Principles of Marketing (3) are waived with the completion of the AAS from Century.

## SECTION D - Summary of Total Program Credits

College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	16		
Major, Emphasis, Unrestricted Electives or Other	44		
Total College Credits	60	Total College Credits Applied	44
		Remaining credit to be taken at the university (receiving institution)	76
		Total Program Credits	120
Special Notes, if any:			

<sup>2</sup> At least 40 of the required credits for the baccalaureate degree shall be at the upper-division level. If a lower division course is shown as equivalent to an upper division course, check with the university to determine if it will count toward the 40 required credits of upper division.

College	Name	Signature	Date
Faculty	Julie Myhre		10/15/18
Academic Dean	Jane Nicholson		11/5/18
Chief Academic Officer	Jenni Swenson		11/5/18
University	Name	Signature	Date
Department Chairperson	Barb Matthees/ 	Titendra Singh	2/25/19
Academic Dean	Jeff Bodwin		2019-02-25
Chief Academic Officer	Marsha Weber		2-27-19
DARS Encoder	Jolene Richardson		2/27/19
Date when equivalencies were verified/encoded in DARS by the receiving MnSCU institution.			