

## Transfer Guide Associate Degree Programs

**Western Program: Medical Administrative Professional**

**Viterbo Program: BBA with major in Health Care Management**

**Format: Online**

**Minimum GPA for admission: 2.25**

**Initial effective date: Fall 2022**

Western Technical College Course Requirements		
Course No.	Course Title	Credits
10106103	Personal and Professional Development	3
10106112	Business Formatting	3
10501110	Medical Administrative Procedures	2
10106119	Business Communication Skills	3
10106189	Medical Office Finance	2
10103107	Introduction to Microsoft Excel & Access	3
10106190	Medical Office Insurance	2
10106189	Medical Office Finance	2
10106123	Business Correspondence	3
10806120	Body Structure and Function	3
10106106	Quality Customer Service	3
10801136	English Composition I	3
10160120	Medical Law, Ethics, and Professionalism	2
10160131	Admin & Organization of Health Care	3
10196191	Supervision	3
10196189	Team Building and Problem Solving	3
10809198	Introduction to Psychology	3
10160150	Capstone	2
10196190	Leadership Development	3
1080917214	Introduction to Diversity Studies	3
10804123	Math with Business Applications	3
10801198	Speech	3
<b>Total program credits:</b>		<b>60</b>

Courses Needed at Viterbo University		
Course No.	Course Title	Credits
GLCZ	Global Citizenship	6
RLST	Theological Inquiry	3
ECON 102	Macroeconomics	3
HMGT 306	Principles of Management in Health Care	3
HMGT 320	Health Care Policy & Delivery Systems	3
HMGT 330	Legal and Ethical Issues in Health Care	3
HMGT 340	Financial & Economic Aspects of Health Care	3
HMGT 375	Health Care Informatics	3
HMGT 425	Evidence-based Health Care Management	3
HMGT 445	Quality Improvement in Health Care	3
BUSL 305	Applied Business Statistics	3
BUSL 308	Financial & Managerial Accounting	3
BUSL 309	Managerial Marketing	3
SVLD 330	Meaningful, Ethical, and Practical Servant Leadership	3
SVLD 430	Mission, Vision, and Values in Organizations	3
Electives	General Electives	11
<b>Total credits needed at Viterbo University to complete degree:</b>		<b>59</b>
<b>Total credits accepted at Viterbo University:</b>		<b>61</b>
<b>Total Credits =</b>		<b>120</b>



**VITERBO UNIVERSITY**

Students planning to transfer should contact Western's Transfer Specialist and transfer personnel at Viterbo University for most current transfer information.