

## HEALTH ADMINISTRATION ARTICULATION AGREEMENT GUIDE

Henry Ford College – Associate Degree in a Business Related Major  
Eastern Michigan University – BS in Health Administration

Henry Ford College Courses:	Transfer to Eastern Michigan University as:
<b>Michigan Transfer Agreement Requirements (30 credits)</b>	
Students with the MTA endorsement on their community college transcript have satisfied EMU's General Education Core Requirements and will be required to complete only the EMU General Education Application Requirements of one Perspectives on a Diverse World course, one Learning Beyond the Classroom experience, and one writing intensive course in the major. <u>Courses listed below for the MTA will also satisfy program requirements at HFC or EMU.</u> Students who started college before fall 2014 may continue to follow the MACRAO Agreement until the end of August 2019. MACRAO versions of articulation guides are posted online at <a href="http://www.emich.edu/ccr/archartguide_macrao.php">http://www.emich.edu/ccr/archartguide_macrao.php</a> . For HFC's MTA approved courses go to <a href="https://www.hfcc.edu/registration-and-records/mta/hfc-agreement">https://www.hfcc.edu/registration-and-records/mta/hfc-agreement</a> .	
<b>1. A course in English Composition</b>	
ENG 131 Introduction to College Writing..... 3	University Elective..... 3
<b>2. A course in English Composition or Communication</b>	
<sup>1</sup> ENG 132 College Writing & Research..... 3	University Elective..... 3
<b>3. A course in Mathematics</b>	
* MATH 141 Introduction to Statistics..... 4	SOCL 250 Quantitative Applications in Sociology or ..... 4 STAT 170 Elementary Statistics (3)+1
<b>4. Two courses in Natural Sciences from different disciplines (one lab required)</b>	
*Complete one course: ..... 4-5	BIOL 105 or substitution ..... 4-5 Introduction to Biology for Non-majors (4) (sub for BIOL 105)
BIO 131 Introduction to Biology (4)	
BIO 134, 135, 152, 233, 234, or 251 (4-5)	
Choose from the approved MTA list..... 4	University Elective..... 4
<b>5. Two courses in Humanities from different disciplines</b>	
Choose from the approved MTA list..... 6	University Elective..... 6
<b>6. Two courses in Social Sciences from different disciplines</b>	
* BEC 151 Principles of Macroeconomics..... 3	ECON 201 Principles of Macroeconomics ..... 3
<sup>2</sup> Choose 1: GEOG 132, POLS 152, SOC 152, SOC 251 ..... 3	Perspectives on a Diverse World Requirement ..... 3
<b>7. If needed, complete an additional course in any of the above categories to satisfy the 30 credit minimum for the MTA.</b>	
<b>HFC Program Block (30-45 credits)</b>	
Students may transfer 30 - 45 credits in courses from an approved business program at HFC. Courses completed with a "C" or better will transfer as a block into the Health Administration major at EMU. <i>See the list of approved programs below.</i>	The following courses at EMU will be waived: (either HLAD 416 or 419) and (either HLAD 315 or 418). Students who have completed an appropriate internship at HFC may receive a waiver of HLAD 488L. However, an LBC course or experience is required at EMU. See the Health Administration Program Director to determine which waivers may be made.
<b>EMU Requirements that May be Taken at HFC or EMU (17-31 credits)</b>	
* AH 100 Medical Terminology..... 4	AHPR 200 Medical Terminology (1)+3..... 4
* BAC 131 Principles of Accounting ..... 4	ACC 240 Prin of Financial Accounting (3)+1 ..... 4
* BEC 152 Principles of Microeconomics ..... 3	ECON 202 Principles of Microeconomics ..... 3
<sup>3</sup> AH 131 Medico Legal Principles for Health Care Pract. .... 3	HLAD 401 Legal Issues in Healthcare (Restricted Elective) ..... 3
<sup>3</sup> AH 141 Introduction to Public Health ..... 3	HLAD 250 Intro to Public Health (Restricted Elective) ..... 3
<sup>4</sup> Open Electives (see advisor to determine if electives) ..... 0-14	University Electives ..... 0-14
<b>Credits at HFC: ..... 84-91</b>	<b>Credits that transfer to EMU..... 84-91</b>

\* Required for EMU's Health Administration Program. If not transferred, must be completed at EMU.  
<sup>1</sup> Must complete MTA or MACRAO, or ENGL 121 and CTAC 124 at EMU with a minimum grade of "C-" or minimum grade of "C" at HFC.  
<sup>2</sup> Will meet EMU's Perspectives on a Diverse World requirement.  
<sup>3</sup> Applies to the required six hours of HLAD restricted electives. If not transferred from HFC, choose from the list of Restricted HLAD Electives at EMU.  
<sup>4</sup> The number of electives will depend on the overall credits completed at both schools and should bring the total credits to graduate to 124 credits.

**Approved HFC Business Programs:** Accounting, Administrative and Information Management, Business Administration, General Business, Management, other programs by permission of EMU Program Advisor. Students who do not complete an approved business program will not receive waivers for the two HLAD courses and the internship (12-13 credits) which will be completed at EMU.

**Sign up with us:** If you let us know you are using this articulation agreement we can stay in touch with you and provide information and advising to you while you are still at your community college. Sign up at: [www.emich.edu/ccr/trackingssystem/Enter.php](http://www.emich.edu/ccr/trackingssystem/Enter.php)

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<p><b>Program Admission Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Completed a minimum of 45 hours of undergraduate coursework at an accredited institution of higher learning with a minimum cumulative grade point average of 2.5.</li> <li>2. Completed the MTA or MACRAO agreement (or WRTG 121 and CTAC 124 with a minimum grade of “C-“ at EMU or minimum grade of “C” at the community college.</li> <li>3. Students who do not have the minimum GPA to be admitted into the major may petition the program director in writing to request probationary admission to the major. Applications are considered on a case-by-case basis.</li> </ol> <p><b>Major Requirements (33-40 credits)</b></p> <p><b>Health Administration Requirements (27-33 credits)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>HLAD 305</td><td>The US Health Care System</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 307W</td><td>Comm Effectiveness in Health Admin</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 308</td><td>Ethical Dim of Health Care Delivery</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 310</td><td>Administration of Health Care Organizations</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 311</td><td>Management of Health Services</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 312</td><td>Health Personnel Mgmt &amp; Devmt</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 420</td><td>Health Insurance and Reimbursement</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 425</td><td>Decision Making for Health Administrators</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 488L</td><td>Internship</td><td style="text-align: right;">0-6</td></tr> <tr><td>ECON 436</td><td>Health Economics</td><td style="text-align: right;">3</td></tr> </table> <p><b>Waiver Options (6-7 credits)</b></p> <p>Under this articulation agreement, students may have one course waived from each option below. See the program coordinator to determine which courses to complete and which to have waived. Select one course to complete (the other will be waived):</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>HLAD 416</td><td>Health Planning (3)</td><td style="text-align: right;">3-4</td></tr> <tr><td>HLAD 419</td><td>Legal &amp; Regulatory Issues in Health Care (4)</td><td style="text-align: right;">3</td></tr> </table> <p>Select one course to complete (the other will be waived):</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>HLAD 315</td><td>Data Analysis for the Health Sciences (3)</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 418</td><td>Principles of Healthcare Finance (3)</td><td style="text-align: right;">3</td></tr> </table> <p><b>LBC Requirement</b></p> <p>One Learning Beyond the Classroom (LBC) course or noncredit experience must be completed at EMU. <sup>1</sup>HLAD 488L is an option to satisfy this requirement. See the program coordinator for other options.</p> <p><b>Credits at EMU: .....33-40</b></p> <p><b>Transfer Credits .....84-91</b></p> <p><b>*Credits to Graduate: ..... 124</b></p>	HLAD 305	The US Health Care System	3	HLAD 307W	Comm Effectiveness in Health Admin	3	HLAD 308	Ethical Dim of Health Care Delivery	3	HLAD 310	Administration of Health Care Organizations	3	HLAD 311	Management of Health Services	3	HLAD 312	Health Personnel Mgmt & Devmt	3	HLAD 420	Health Insurance and Reimbursement	3	HLAD 425	Decision Making for Health Administrators	3	HLAD 488L	Internship	0-6	ECON 436	Health Economics	3	HLAD 416	Health Planning (3)	3-4	HLAD 419	Legal & Regulatory Issues in Health Care (4)	3	HLAD 315	Data Analysis for the Health Sciences (3)	3	HLAD 418	Principles of Healthcare Finance (3)	3	<p><b>Suggested sequence for completing the program at the HFC University Center</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2"><b>Fall</b></td><td style="text-align: right;"><b>(6 credits)</b></td></tr> <tr><td>HLAD 305</td><td></td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 307W</td><td>(Health Admin Intent)</td><td style="text-align: right;">3</td></tr> <tr><td colspan="2"><b>Winter</b></td><td style="text-align: right;"><b>(9 credits)</b></td></tr> <tr><td>HLAD 308</td><td></td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 310</td><td>(pre-req: HLAD 305)</td><td style="text-align: right;">3</td></tr> <tr><td>ECON 436</td><td>(pre-req: ECON 202)</td><td style="text-align: right;">3</td></tr> <tr><td colspan="2"><b>Summer</b></td><td style="text-align: right;"><b>(6 credits)</b></td></tr> <tr><td>HLAD 311</td><td>(pre-req: HLAD 310)</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 312</td><td>(pre-req: HLAD 305) or MGMT 384</td><td style="text-align: right;">3</td></tr> <tr><td colspan="2"><b>Fall</b></td><td style="text-align: right;"><b>(9-10 credits)</b></td></tr> <tr><td>HLAD 315 or</td><td>(prereq: admitted to program)</td><td></td></tr> <tr><td>HLAD 418</td><td>(pre-reqs: HLAD 310 &amp; ACC 240)</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 416 or</td><td>(pre-reqs: HLAD 307 &amp; 310)</td><td></td></tr> <tr><td>HLAD 419</td><td>(pre-reqs: HLAD 307 &amp; 310)</td><td style="text-align: right;">3-4</td></tr> <tr><td>HLAD 420</td><td>(pre-reqs: HLAD 307W &amp; 310)</td><td style="text-align: right;">3</td></tr> <tr><td colspan="2"><b>Winter</b></td><td style="text-align: right;"><b>(3-9 credits)</b></td></tr> <tr><td>HLAD 425</td><td>(pre-reqs: HLAD 307, 310, 420)</td><td style="text-align: right;">3</td></tr> <tr><td>HLAD 488L</td><td>Internship (pre-requisite: HLAD 310 &amp; permission)</td><td style="text-align: right;">0-6</td></tr> </table> <p><u>Restricted HLAD Electives</u> The two required elective courses may be taken at HFC. If one or both courses are not transferred from HFC, choose courses to take at EMU from this list. (Do not repeat an equivalent course from HFC.)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>HLAD 250</td><td>Introduction to Public Health (3)</td><td></td></tr> <tr><td>HLAD 313</td><td>Health Care Quality (3)</td><td></td></tr> <tr><td>HLAD 323</td><td>Introduction to Epidemiology (3)</td><td></td></tr> <tr><td>HLAD 401</td><td>Legal Issues in Health Care (3)</td><td></td></tr> <tr><td>HLAD 402</td><td>Health Policy (3)</td><td></td></tr> <tr><td>HLAD 476</td><td>Intro to Healthcare Informatics (3)</td><td></td></tr> </table>	<b>Fall</b>		<b>(6 credits)</b>	HLAD 305		3	HLAD 307W	(Health Admin Intent)	3	<b>Winter</b>		<b>(9 credits)</b>	HLAD 308		3	HLAD 310	(pre-req: HLAD 305)	3	ECON 436	(pre-req: ECON 202)	3	<b>Summer</b>		<b>(6 credits)</b>	HLAD 311	(pre-req: HLAD 310)	3	HLAD 312	(pre-req: HLAD 305) or MGMT 384	3	<b>Fall</b>		<b>(9-10 credits)</b>	HLAD 315 or	(prereq: admitted to program)		HLAD 418	(pre-reqs: HLAD 310 & ACC 240)	3	HLAD 416 or	(pre-reqs: HLAD 307 & 310)		HLAD 419	(pre-reqs: HLAD 307 & 310)	3-4	HLAD 420	(pre-reqs: HLAD 307W & 310)	3	<b>Winter</b>		<b>(3-9 credits)</b>	HLAD 425	(pre-reqs: HLAD 307, 310, 420)	3	HLAD 488L	Internship (pre-requisite: HLAD 310 & permission)	0-6	HLAD 250	Introduction to Public Health (3)		HLAD 313	Health Care Quality (3)		HLAD 323	Introduction to Epidemiology (3)		HLAD 401	Legal Issues in Health Care (3)		HLAD 402	Health Policy (3)		HLAD 476	Intro to Healthcare Informatics (3)	
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<sup>1</sup>Satisfies EMU's "Learning Beyond the Classroom" requirement. An internship is required for the Health Administration program.

\*If sufficient credits are not transferred, additional credits must be completed at EMU to satisfy the minimum of 124 credit hours required to graduate.

**Note:** Students may register concurrently at HFC and EMU while completing the program in order to take HLAD courses in sequence and graduate in a timely manner. Students receiving financial aid should contact the Financial Aid Offices at HFC and EMU to ask questions for financial aid as a concurrently registered student.

## HEALTH ADMINISTRATION ARTICULATION AGREEMENT GUIDE

Henry Ford College – Associate Degree in a Business Related Major

Eastern Michigan University – BS in Health Administration

### Additional Requirements:

1. Each institution will determine the satisfaction of their individual program and degree requirements. For the purpose of this articulation agreement, both institutions agree to accept transferable courses from each other and from other institutions. HFC courses indicated with an \* are required for EMU's Health Administration program. Substitutions for these courses must be approved by the EMU program coordinator.
2. Students with the MTA endorsement on their community college transcript have satisfied EMU's General Education Core Requirements and will be required to complete only the General Education Application Requirements of one "Perspectives on a Diverse World" course, one "Learning beyond the Classroom" experience, and a "Writing Intensive" course in the major. The Perspectives on a Diverse World requirement may be transferred to EMU.  
*To use the Michigan Transfer Agreement (MTA), students must have an official community college transcript, with the "MTA Satisfied" endorsement sent to EMU's Admissions Office. Students who do not have "MTA Satisfied" on their community college transcript, will be required to satisfy EMU's general education requirements as applied to transfer students. The MTA may be completed after admission to EMU, however, students should inform their advisors or they may be advised to complete additional courses for the general education program. Students who enrolled in college prior to September 2014 will have until the end of August 2019 to complete the MACRAO agreement. If already on the transcript, the MACRAO designation will be accepted at EMU after August 2019.*
3. Only courses with a grade of "C" or better (2.0 on a 4.0 scale) will be accepted for transfer to EMU.
4. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 30 semester hours must be completed at the four-year college level, with a minimum of 30 hours in courses offered by EMU, of which at least 15 hours are in program requirements at the 300-level or above. Of the last 30 hours completed before graduating, at least 10 hours must be in courses offered by EMU. A minimum of 124 credit hours, completed in-residence or accepted in transfer, is required for graduation. Courses listed in this guide may be completed at the most opportune time for students, whether before or after admission to EMU, as long as appropriate pre-requisites are satisfied.
5. To qualify for admission to the program, students must have:
  - a) successfully completed 45 credit hours of undergraduate coursework,
  - b) a minimum cumulative GPA of "2.5",
  - c) completed the MTA or MACRAO agreement or ENG 132 and SPC 131 with a minimum grade of "C", or (WRTG 121 and CTAC 124 at EMU with a minimum grade of "C-")
6. Students must meet all admission requirements at the time of application for admission to EMU, including submitting transcripts from all previously attended colleges. HFC students will receive equal consideration with other students for course registration and financial aid.
7. To graduate from the Health Administration program, students will need to have an overall GPA of a 2.5 in the HLAD courses. If students earn below a "C-" in any HLAD course they will need to repeat the course.
8. Students are encouraged to contact the College of Health and Human Services Advising Center early, before applying to EMU. To facilitate advising and the evaluation of transcripts, sign up for this articulation agreement using the link [www.emich.edu/ccr/trackingsystem/Enter.php](http://www.emich.edu/ccr/trackingsystem/Enter.php) and bring a copy to all advising sessions.

### Effective Dates: September 1, 2016 until August 31, 2019.

This agreement replaces the articulation agreement made in June 2008 and renewed in January 2012. Students who began this program prior to fall 2016 have the option of following the agreement in place when they started or using this agreement. If this agreement is not renewed at the end of the effective period, students who already started the program will be given three additional years to be admitted to EMU under the terms of this agreement.

### Contacts:

#### Henry Ford College

Corinne Asher

[casher@hfcc.edu](mailto:casher@hfcc.edu)

313.845.9867

K-325 Reuther Liberal Arts Bldg.

or contact the Counseling Center

#### Eastern Michigan University

Robbya Green-Weir, Program Advisor

[rgreenwe@emich.edu](mailto:rgreenwe@emich.edu)

College of Health & Human Services Advising

[chhsadvising@emich.edu](mailto:chhsadvising@emich.edu)

734.487.0918

214 Marshall