

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

**Alexandria Technical College  
005544  
AND  
Southwest Minnesota State University  
002375**

\*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 Alexandria Technical College, Alexandria, MN (hereinafter sending institution), and Southwest Minnesota State University, Marshall, MN (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 Administrative Specialist, A.A.S. (hereinafter sending program), and the receiving institution has established a **B.A.S. Management with Healthcare Administration Minor** (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, including grade requirements for courses and an overall GPA requirement

**Transfer of Credits**

- A. The receiving institution will accept **60** credits from the sending program. A total of **80** credits remain to complete the receiving program.
- 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 04/01/2021 and shall remain in effect until the end date of 07/31/2026 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 changes to either program occur while the agreement is in effect.
- D. This Articulation Agreement will be reviewed by both parties beginning 01/31/2026 (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



**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									
Major or Emphasis Courses									
Course prefix	number	name	Credits	Course prefix	number	name	Credits Applied	Equiv. Sub. Wav	
ADMN	1513	Keyboarding/Word Processing	3			Technical Elective	3		
ITEC	1430	Introduction to Computers	3	MGMT	221	Computer Concepts & Applications	3		
MEDS	1620	Medical Terminology	3			Technical Elective	3		
MEDS	2601	Intro to Health Information	3	MGMT	371	Healthcare Administration	3		
MEDS	1608	Basic Pathology	3			Technical Elective	3		
MEDS	1615	Document Fund of Editing & Scrib	3			Technical Elective	3		
MEDS	1627	Introduction to ICD Coding	3			Technical Elective	3		
MEDS	1629	Applied Medical Terminology	3			Technical Elective	3		
MEDS	1634	Introduction to CPT/HCPCS	3			Technical Elective	3		
COMM	1439	Job Seeking/Keeping Skills	1			Technical Elective	1		
MEDS	1605	Electronic Health Records	3	MGMT	372	US Healthcare Deliver, Svs & Systems (3 cr + 2 cr elective)	5		
MEDS	2609	Health Care System & Practices	2						
MEDS	1610	Pharmacology & Lab	2			Technical Elective	2		
MEDS	1624	Medical Reception	3			Technical Elective	3		
MEDS	2604	Medical Office Management	3			Technical Elective	3		
MEDS	2606	Medicolegal & Reimbursement	4	FIN	353	Healthcare Financial Management	4		
							0		
<b>Major, Emphasis, Unrestricted Electives Total</b>			<b>45</b>	<b>(sum of sections A and B)</b>			<b>60</b>		
<b>Special Notes, if any:</b>									

**SECTION C - Remaining University (receiving) Requirements**

Major course prefix, number and name				Credits
Course prefix	number	name		
ACCT	211	Principles of Accounting I		3
ACCT	212	Principles of Accounting II		3
ECON	201	Principles of Microeconomics		3
ECON	202	Principles of Macroeconomics		3
FIN	230	Business Statistics		3
<b>Start of Upper Division</b>				
BLAW	305	Business Law I: Legal Env & Contract Law		3
FIN	350	Managerial Finance		3
MGMT	300	Management Principles		3
MGMT	350	Human Resources		3
MGMT	492	Business Policy		3
MGMT	495	Senior Exam		0
MKTG	301	Principles of Marketing		3
MGMT	320	Organizational Behavior & Theory		3
MGMT	332	Interpersonal Skills in Organizations		
ECON	470	International Business & Econ		3
MGMT	323	Project Management		
MGMT	330	Organizational Behavior & Theory		
MGMT	332	Interpersonal Skills in Organizations		
MGMT	333	Conflict Resolution		
MGMT	420	Management Information Systems		
MGMT	422	Production & Operations Management		
MGMT	425	Supply Chain Management		
MGMT	450	Diversity Management		
MGMT	454	Labor Relations		
MGMT	480	Leadership & Team Training		
MGMT	491	Senior Seminar		
<b>Healthcare Administration Minor - courses cannot duplicate</b>				
COMM	305	Principles of Health Communication		12
MGMT	370	Health Services Systems & Information		
MGMT	450	Diversity Management		
MGMT	470	Long Term Care Administration		
MGMT	471	Managed Care		
MGMT	472	US Servs, Prgms, Issues & Trends in Hlth		
MGMT	473	Practicum in Healthcare		
MGMT	474	Nursing Home Admin Exam Prep Course		
<b>UPPER DIVISION (Major) ELECTIVE COURSE FROM APPROVED LIST</b>				
Total Upper Division complete by articulation				(36)
Unrestrictive upper division elective to meet 40 credits				4
MNTC Courses to reach Min of 40 credits and 10 goal areas				26
requirement				
<b>Total Remaining University Credits<sup>2</sup></b>				<b>80</b>







Total Major Credits left to complete  
51

Special Notes, if any:

SECTION D - Summary of Total Program Credits			
College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	15		
Major, Emphasis, Unrestricted Electives or Other	45		
<b>Total College Credits</b>	<b>60</b>	<b>Total College Credits Applied</b>	<b>60</b>
		<b>Remaining credit to be taken at the university (receiving Institution)</b>	<b>80</b>
		<b>Credits required to reach 120 total credits (Electives)</b>	<b>0</b>
		<b>Total Program Credits</b>	<b>140</b>
<b>Special Notes, if any:</b>			

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

<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

College	Name	Signature	Date
Chief Academic Officer	Gregg Raisanen		3/25/21
President	Mike Seymour		3/25/21
University	Name	Signature	Date
Chief Academic Officer	Ross Westvedt		3/29/21
Provost	Ross Westvedt		3/29/21
Title	Pat Carmody		3/30/21
DARS Encoder	Pat Carmody		3/30/21

Date when equivalencies were verified/encoded in DARS by the receiving MnSCU Institution

PROGRAM ARTICULATION TABLE		
	College (sending)	University (receiving)
Institution	Alexandria Technical and Community College	Southwest Minnesota State University
Program name	Medical Administrative Specialist	Management
Award Type (e.g., AS)	A.A.S.	B.A.S.
Credit Length	60	120

