

Transfer Guide between Pima Medical Institute and Grand Canyon University



Medical Administrative Assistant Certificate – Bachelor of Science in Health Care Administration

General Education requirements, excluding University Foundations and Christian Worldview, will be considered fulfilled in the event a student has completed one of the following Associate degrees:

- Associate of Arts (AA)
- Associate of Science (AS)

In the event a student has not earned one of the aforementioned Associate level degrees, all general education coursework will be required to complete GCU's Baccalaureate degree.

The following table outlines the requirements needed to receive a Medical Administrative Assistant Certificate from Pima Medical Institute. Within the tables below are preferred courses from Pima Medical Institute that are applicable towards Grand Canyon University's transfer-oriented Bachelor of Science degree programs. The General Education courses outlined below are not course to course equivalencies, however they will fulfill the requirements for each competency. If the General Education GCU course has a (+) symbol, it indicates that the transferring course must be a direct course equivalency. All Program Major Transferrable Courses must be a direct course equivalency.

Pima Medical Institute – Medical Administrative Assistant Certificate	Credits	Grand Canyon University – Bachelor of Science in Health Care Administration	GCU Applied Semester Credits
General Education Requirements			
Effective Communication (9 - 12 Credits)			
		+ ENG-105: English Composition	
		Effective Communication	
		Effective Communication	
Critical Thinking (11 – 12 Credits)			
		+ MAT-144: College Mathematics	
		Critical Thinking	
CAT-150: Anatomy, Physiology, & Terminology	3.5	Critical Thinking	3.5
Global Awareness (6 - 8 Credits)			
		Global Awareness	
		Global Awareness	
Additional Pima Medical Institute Requirements			
CSK-100: Study Skills	1	Elective Credit	1

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Pima Medical Institute – Medical Administrative Assistant Certificate	Credits	Grand Canyon University – Bachelor of Science in Health Care Administration	GCU Applied Semester Credits
CCB-100: Computer Basics	0.5	Elective Credit	0.5
CHS-100: CPR & First Aid	0.5	Elective Credit	0.5
MAA-100: Office Management	3	Elective Credit	3
MAA-102: Introduction to Insurance & Coding	1.5	Elective Credit	1.5
MAA-104: Business Writing & Electronic Health Records	1.5	Elective Credit	1.5
MAA-132: Communication	1	Elective Credit	1
MAA-134: Vital Sign Basics	0.5	Elective Credit	0.5
MAA-138: Medical Billing & Coding	1.5	Elective Credit	1.5
MDA-136: Medical Law & Ethics	1	Elective Credit	1
MAA-142: Electronic Health Records	2.5	Elective Credit	2.5
MAA-144: Written Communication in the Medical Office	2.5	Elective Credit	2.5
MAA-155: Externship	5	Elective Credit	5
CMF-095: Math Fundamentals	1	Remedial Course: Non-Transferable	

Bachelor of Science in Health Care Administration: Program Major Transferrable Courses

Total Credit Hours Needed to Complete Medical Administrative Assistant Certificate at Pima Medical Institute	29 Credits
Total Semester Credit Hours applied to Bachelor of Science in Health Care Administration at Grand Canyon University	28 Credits

All students must meet 36 Upper Division credit requirement, as well as 30 GCU credits to meet residency requirement. Students must meet Upper Division credit requirement even if content of an Upper Division course requirement is met with a Lower Division course.

Symbol Key

+	Symbol indicates the Transferring Institution course must meet specific content requirements (or higher) in order to fulfill GCU's course.
^	Symbol indicates the Transferring Institution course meets the content requirement but does not fulfill GCU's upper division requirements.

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Course #	Bachelor of Science	Semester Credits
Non-transferable GCU General Education: 8 Credits		
UNV-303	University Success	4
CWV-301	Christian Worldview	4
General Education Requirements		
+ ENG-105	English Composition	4
	Effective Communication	8
+ MAT-144	College Mathematics	4
	Critical Thinking	4
	Global Awareness	8
Bachelor of Science in Health Care Administration : Program Major		
HLT-205	Health Care Systems and Transcultural Health Care	4
HLT-302	Spirituality and Christian Values in Health Care	4
HCA-255	Health Policy and Economic Analysis Care	4
HLT-305	Legal and Ethical Principles in Health Care	4
HCA-240	Health Care Accounting and Billing	4
HCA-360	Health Information Technology and Management	4
HCA-450	Quality in Health Care	4
MAT-274	Probability and Statistics	4
HCA-460	Operations and Risk Management in Health Care	4
HLT-364	Research and Communication Techniques in Health Care and Science	4
HCA-455	Organizational Behavior and Leadership in Health Care	4
HCA-465	Health Care Administration and Management	4
HCA-470	Strategic Planning and Implementation in Health Care	4
HLT-494	Professional Capstone Project	4

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GRAND CANYON UNIVERSITY™

Total Credit Hours Needed to Complete a Medical Administrative Assistant Certificate at Pima Medical Institute	29 Credits
Credits Completed at Grand Canyon University	92 Credits
Credits completed at Grand Canyon University may fluctuate contingent upon coursework successfully completed at the transferring institution. Courses are not listed twice on the transfer guide, so any courses not completed at the transferring institution will still be required as part of the GCU program. Students are required to complete a minimum of 120 credits to earn the Bachelor of Science degree. If the student completes additional courses at the transferring institution, credits may not apply to their GCU program.	
Remaining open elective credits needed to earn Bachelor of Science degree at Grand Canyon University varies based on program major requirements.	
Total Credit Hours Needed to Complete Bachelor of Health Care Administration at Grand Canyon University	120 Credits

Symbol Key

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^	Symbol indicates the Transferring Institution course meets the content requirement but does not fulfill GCU's upper division requirements.

For additional graduation requirements, please see the <https://www.gcu.edu/sites/default/files/media/Documents/Academic-Catalog/University-Policy-Handbook.pdf>. Students with transfer credit that applies to this program will shorten the time to completion from that stated on this transfer guide. Please contact your Counselor for more information. <https://www.gcu.edu/sites/default/files/media/Documents/Academic-Catalog/University-Policy-Handbook.pdf>

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