

ADVISING WORKSHEET BACHELOR OF SCIENCE IN HEALTH ADMINISTRATION GENERAL BULLETIN 2013-2015

TRANSFER INSTITUTION(S):

Montana State University Billings **Advising Center** Phone: 406-657-2240 Fax: 406-657-2302 advising@msubillings.edu www.msubillings.edu/advise/

Student ID # _____

GENERAL EDUCATION REQUIREMENTS – SEE ATTACHED PAGE FOR SPECIFIC COURSES

Name_____

General Education Category	Course #	Credits	Grade	Semester	Equivalent
Category I: Global Academic Skills (9 credits) A. Mathematics (3 credits)	STAT 216				
B. English (3 credits)	WRIT 101				
C. Communication & Information Literacy (3 credits)					
Category II: Natural Sciences (7 credits) 2 lectures (6 credits) & 1 lab (1 credit) (1 life science & 1 physical science & 1 lab)					
Category III: Social Sciences and History (6 credits) A. Social Science (3 credits)	ECNS 201				
B. History (3 credits)					
Category IV: Cultural Diversity (3 credits)					
Category V: Arts & Humanities (6 credits) A. Fine Arts (3 credits)					
B. Humanities (3 credits)					

A minimum grade of "C-" required in all General Education courses.

Note: Certain degrees may require a minimum grade of "C" in General Education courses.

Reviewed:

GENERAL EDUCATION REQUIREMENTS

SubcategorySubcategory A - Mathematics3 creditsM105Contemporary Mathematics3M114Extended Technical Mathematics3M121College Algebra3M131Mathematics for Elementary Teachers II3M143Finite Mathematics4M171Calculus I4STAT161Introduction to Statistical Concepts3STAT216Introduction to Statistical Concepts3WRIT101College Writing I33WRIT121Introduction to Statistical Concepts3WRIT220College Writing II3WRIT220College Writing II3WRIT221Introduction to Business Writing3Subcategory C- Communication & Information Literacy 3 creditsMIS1150Computer Literacy3COMX115Introduction to Public Speaking3Subcategory C- Communication & Communication 3LSCI125Subcategory A - Life Sciences3-4 creditsBIOB101Discover Biology Lab1BIOB101Discover Biology Lab1BIOB101Discover Biology Lab1BIOB101Introduction to Astronomy Lab1BIOB101Introduction to Astronomy Lab1BIOB101Introduction to Astronomy Lab1BIOB101Introduction	CATEGO	RY I: (GLOBAL ACADEMIC SKILLS 9 cred	its
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Course				
	SOCI	201		3
A minimum grade of C or hett				-

Subcate	gory B	- History 3 cred	its
HSTA	101	American History I	3
HSTA	102	American History II	3
HSTR	101	Western Civilization I	3
HSTR	102	Western Civilization II	3
HSTR	103	Honors Western Civilization I	3
HSTR	104	Honors Western Civilization II	3
PSCI	230	Introduction to International Relations	3
CATEGO	RY IV:	CULTURAL DIVERSITY 3 cred	its
A&SC/WGS	s 274	Women, Culture, and Society	3
ANTY	220	Culture and Society	3
ARTH	160	Global Visual Culture	3
COMX	212	Introduction to Intercultural Communication	2
		introduction to intercultural communication	3
GPHY	121	Human Geography	3 3
GPHY HTH			
	121	Human Geography	3
HTH	121 270	Human Geography Global Health Issues	3 3
HTH LIT	121 270 230	Human Geography Global Health Issues World Literature Survey	3 3 3
HTH LIT MUSI	121 270 230 207	Human Geography Global Health Issues World Literature Survey World Music	3 3 3 3

GPHY	121	Human Geography	3
HTH	270	Global Health Issues	3
LIT	230	World Literature Survey	3
MUSI	207	World Music	3
NASX	105	Introduction to Native American Studies	3
NASX	205	Native Americans in Contemporary Society	3
PHL	271	Philosophy & Religion of India	3
PHL	272	Philosophy & Religion of China/Tibet/Japan	3
REHA	201	Introduction to Diversity in Counseling	3
RLST	170	The Religious Quest	3
SPNS	150	The Hispanic Tradition	3

CATEGORY V: ARTS & HUMANITIES

CATEGO	RY V:	ARTS & HUMANITIES	6 credits				
Students are required to take one course from each subcategor							
Subcate	gory A	– Fine Arts	3 credits				
ARTZ	101	Art Fundamentals	3				
ARTZ	105	Visual Language-Drawing	3				
ARTZ	131	Ceramics for Non-majors	3				
CRWR	240	Intro Creative Writing Workshop	3				
FILM	160	Introduction to World Cinema	3				
LIT	270	Film & Literature	3				
MART	260	Computer Presentation and Animation	1 3				
MUSI	101	Enjoyment of Music	3				
MUSI	114	Band: MSUB Symphonic	1				
MUSI	131	Jazz Ensemble I: MSUB	1				
MUSI	147	Choral Ensemble: University Chorus	1				
THTR	101	Introduction to Theatre	3				
THTR	120	Introduction to Acting I	3				
Subcate	gory B	- Humanities	3 credits				
ARTH	150	Introduction to Art History	3				
HONR	111	Perspectives and Understanding	3				
LIT	110	Introduction to Literature	3				
LIT	240	The Bible as Literature	3				
PHL	110	Introduction to Ethics	3				
PHL	111	Philosophies of Life	3				

Total

31

Credits Grade Semester A minimum grade of C- or better is required in all major coursework

Required Health Administration Core

nequire	u Houn			
HADM	210	Health Care Mega Trends	3	
HADM	307	Health Informatics	3	
HADM	310	Healthcare Economics	3	
HADM	325	Principles of Marketing for Healthcare Organizations	3	
HADM	335	Health Law and Ethics	3	
HADM	405	Evidence in Research and Evaluation	3	
HADM	422	Operations, Outcomes, and Quality	3	
HADM	425	Financial Management and Budgeting in Healthcare	3	
HADM	440	Managerial Epidemiology and the Public's Health	3	
HADM	445	Managing Health Care Organizations	3	
HADM	450	Health Policy and Politics	3	
HADM	498	Cooperative Education/Internship	3	
HADM	499	Capstone	3	

Required Business Core

ACTG	201	Principles of Financial Accounting	3		
BFIN	322	Business Finance	3		
BMGT	329	Human Resources Management	3		
BMGT	335	Management and Organization	3		
*ECNS	201	Principles of Microeconomics	3		

Restricted Electives

Choose 9 credits from the following with approval of an advisor

WRIT	220	Business and Professional Writing (recommended)	3	
AHMS	144	Medical Terminology	3	
CHTH	317	Health Behavior Theories	3	
CHTH	355	Theory and Practice of Community Health Education	3	
COMX	320	Principles of Organizational Communication	3	
COMX	426	Leadership in Communication	3	
COMX	480	Health Communication	3	
GPHY	380	Principles of GIS	3	
HADM	355	Rural/Frontier Health Care Delivery	3	
HADM	365	Managing the Continuum of Long-Term Care Services	3	
HADM	409	Aging in America and Long-Term Care	3	
HADM	452	Case Management	3	
HADM	462	Supervision in Healthcare	3	
HADM	494	Seminar/Workshop	3	
HHP	435	Health Aspects of Aging	3	
SOCI	352	Diseases & Society	3	
SOCI	380	Sociology of Health and Medicine	3	

Electives - The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Course	Credits	Grade	Semester	Equivalent

Health Administration Concentrations (optional) – A student may elect to complete at least \underline{one} of the following concentrations as part of the Health Administration program in consultation with their advisor.

I. Business Concentration (Optional Business Minor)

A student may choose to concentrate in business. There are 15 credits required for this concentration which will also fulfill the requirements for a Business Minor.

ACTG	202	Principles of Managerial Accounting	3		
BMGT	322	Operations Management	3		
BMIS	311	Management Information Systems	3		
BMKT	325	Principles of Marketing	3		
*ECNS	202	Principles of Macroeconomics	3		

II. Health Information Technology Concentration (Optional Health Informatics Technology Professional Certificate)

A student may choose to concentrate in Health Information Technology by completing the Health Informatics Technology Professional Certificate online through Great Falls College MSU. There are 16 credits required for this concentration:

AH	260	Workflow Analysis & Redesign	3		
AH	265	Electronic Health Record in Medical Practice	3		
AHMS	108	Healthcare Data Content and Structure	3		
AHMS	280	Overview of Health Informatics Systems	4		
HCI	1016	Introduction to Healthcare Informatics [Substitute HADM 307 Health Informatics]	3		

III. Long-Term Care Management Concentration (Optional Long-Term Care Management Certificate)

A student	A student may choose to concentrate in Long-Term Case Management. There are 15 credits required for this concentration:							
HADM	335	Health Law and Ethics	3					
HADM	365	Managing the Continuum of Long-Term Care Management	3					
HADM	409	Aging in America and Long-Term Care	3					
HADM	425	Financial Management and Budgeting in Healthcare	3					
HADM	445	Managing Healthcare Organizations	3					

BACHELOR OF SCIENCE IN HEALTH ADMINISTRATION

Categories	Credits	Earned	Remaining
General Education Requirements	32		
Required Health Administration Con	re 39		
Required Business Core	15		
Restricted Electives	9		
Electives/Concentration (may vary)	V		
Total	120		

It is the student's responsibility to know and meet the requirements for graduation. A minimum of 36 credits must be upper division classes (300 and above).

Notes:

Admission to the BSHA Program

All students seeking admission to the Bachelor of Science in Health Administration Degree rogram are required to file an application for admission to the program. All students must meet the following requirements for admission to the Health Administration major:

- a. a minimum of 40 credits completed
- b. a minimum 2.5 grade point average
- c. satisfactory completion of *WRIT 101, *STAT 216, ACTG 201, *ECNS 201, HADM 210, or their equivalents.

*May satisfy General Education requirements.

Student application materials are available from the Health Administration Program (APS 107, 406-896-5830) or online at www.msubillings.edu/cahp/hadm.