



ADVISING WORKSHEET
BACHELOR OF SCIENCE IN HEALTH ADMINISTRATION
GENERAL BULLETIN 2019-2020

TRANSFER INSTITUTION(S):

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

Name _____

Student ID # _____

GENERAL EDUCATION REQUIREMENTS – SEE ATTACHED PAGE FOR SPECIFIC COURSES

General Education Category	Course #	Credits	Grade	Semester	Equivalent
Category I: Global Academic Skills (9 credits) A. Mathematics (3 credits) B. English (3 credits) C. Communication & Information Literacy (3 credits)	#M 143				
	#WRIT 101				
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) – <i>ECNS 201 Major Requirement</i> 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

CATEGORY I: GLOBAL ACADEMIC SKILLS 9 credits

Students are required to take one course from each subcategory

Subcategory A - Mathematics 3 credits

M	105	Contemporary Mathematics	3
M	114	Extended Technical Mathematics	3
M	121	College Algebra	3
M	122	College Trigonometry	3
M	130	Mathematics for Elementary Teachers I	3
M	140	College Math for Healthcare	3
M	143	Finite Mathematics	4
M	161	Survey of Calculus	3
M	171	Calculus I	4
STAT	141	Introduction to Statistical Concepts	3
STAT	216	Introduction to Statistics	4

Subcategory B - English 3 credits

WRIT	101	College Writing I	3
WRIT	121	Introduction to Technical Writing	3
WRIT	122	Introduction to Business Writing	3
WRIT	201	College Writing II	3
WRIT	220	Business & Professional Writing	3
WRIT	221	Intermediate Technical Writing	3

Subcategory C- Communication & Information Literacy 3 credits

BMIS	150	Cyber Security and Electronic Communication	3
COMX	111	Introduction to Public Speaking	3
COMX	115	Introduction to Interpersonal Communication	3
LSCI	125	Research in the Information Age	3

CATEGORY II: NATURAL SCIENCES 6 cr. lecture & 1 cr. lab

Students are required to take one course from each subcategory and at least one corresponding lab or Integrated Sciences

Subcategory A – Life Sciences 3-4 credits

BIOB	101	Discover Biology	3
BIOB	102	Discover Biology Lab	1
BIOB	121	Fundamentals of Biology for Allied Health	3
BIOB	122	Fund of Biology: Evolution, Ecology, and Biodiversity	3
BIOB	123	Fund of Biology: The Nature of Nutrition	3
BIOB	160	Principles of Living Systems	3
BIOB	161	Principles of Living Systems Lab	1

Subcategory B – Physical Sciences 3-4 credits

ASTR	110	Introduction to Astronomy	3
ASTR	111	Introduction to Astronomy Lab	1
CHMY	121	Introduction to General Chemistry	3
CHMY	122	Introduction to General Chemistry Lab	1
CHMY	141	College Chemistry I	3
CHMY	142	College Chemistry Laboratory I	1
GEO	101	Introduction to Physical Geology	3
GEO	102	Introduction to Physical Geology Laboratory	1
GPHY	111	Introduction to Physical Geography	3
GPHY	112	Introduction to Physical Geography Lab	1
PHSX	103	Our Physical World	3
PHSX	104	Our Physical World Lab	1
PHSX	205	College Physics I	3
PHSX	206	College Physics I Lab	1

Integrated Sciences

SCIN	101, 102, 103, 104	Integrated Sciences	3, 1, 3, 1
------	--------------------	---------------------	------------

CATEGORY III: SOCIAL SCIENCES AND HISTORY 6 CREDITS

Students are required to take one course from each subcategory

Subcategory A – Social Sciences 3 credits

ANTY	217	Physical Anthropology & Archeology	3
BGEN	105	Introduction to Business	3
COMX	106	Communicating in a Dynamic Workplace	3
ECNS	201	Principles of Microeconomics	3
ECNS	202	Principles of Macroeconomics	3
EDU	105	Education and Democracy	3
GPHY	141	Geography of World Regions	3
HTH	110	Personal Health and Wellness	3
PSCI	220	Introduction to Comparative Government	3
PSCI	210	Introduction to American Government	3
PSYX	100	Introduction to Psychology	3
SOCI	101	Introduction to Sociology	3
SOCI	201	Social Problems	3

Subcategory B - History 3 credits

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

CATEGORY IV: CULTURAL DIVERSITY 3 credits

A&SC/WGSS	274	Women, Culture, and Society	3
ANTY	220	Culture and Society	3
ARTH	160	Global Visual Culture	3
COMX	212	Introduction to Intercultural Communication	3
GPHY	121	Human Geography	3
HTH	270	Global Health Issues	3
LIT	230	World Literature	3
MUSI	207	World Music	3
NASX	105	Introduction to Native American Studies	3
NASX	205	Native Americans in Contemporary Society	3
PHL	271	Indian Philosophies and Religions	3
PHL	272	Chinese Philosophies and Religions	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 6 credits

Students are required to take one course from each subcategory

Subcategory A – Fine Arts 3 credits

ARTZ	101	Art Fundamentals	3
ARTZ	105	Visual Language-Drawing	3
ARTZ	106	Visual Language-2-D Foundations	3
ARTZ	108	Visual Language-3-D Foundations	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	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
PHOT	154	Exploring Digital Photography	3
THTR	101	Introduction to Theatre	3
THTR	120	Introduction to Acting I	3

Subcategory 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
PHL	254	People and Politics	3

Course	Credits	Grade	Semester	Equivalent
--------	---------	-------	----------	------------

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

Required Health Administration Core

#HADM	305	Survey of U.S. Healthcare System	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 for Admission to the BSHA Program

*May satisfy General Education requirements

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			

Required Statistics

*STAT	216	Introduction to Statistics	4			
-------	-----	----------------------------	---	--	--	--

Restricted Electives

Choose 9 credits from the following with approval of an advisor

AHMS	144	Medical Terminology	3			
CHTH	250	Introduction to Public Health	3			
CHTH	317	Health Behavior Theories	3			
CHTH	355	Theory and Practice of Community Health Education	3			
CHTH	450	Worksite Health Promotion	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	365	Managing the Continuum of Long-Term Care Services	3			
HADM	409	Aging in America and Long-Term Care	3			
HADM	462	Supervision in Healthcare	3			
HADM	494	Seminar/Workshop	3			
*HTH	270	Global Health Issues	3			
HTH	435	Health and Wellness Across the Lifespan	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 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. Long-Term Care Management Concentration (Optional Long-Term Care Management Certificate)

A student may choose to concentrate in Long-Term Care 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 Core	39	_____	_____
Required Business Core	15	_____	_____
Required Statistics	4	_____	_____
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).

Admission to the BSHA Program

All students seeking admission to the Bachelor of Science in Health Administration Degree program 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, *M 143, ACTG 201, *ECNS 201, HADM 305**, or their equivalents.

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