



**ADVISING WORKSHEET**  
**HEALTH ADMINISTRATION BACHELOR OF SCIENCE/**  
**MASTER OF SCIENCE ACCELERATED OPTION**  
**GENERAL BULLETIN 2024-2025**

TRANSFER INSTITUTION(S):

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Name \_\_\_\_\_

Student ID # \_\_\_\_\_

**GENERAL EDUCATION REQUIREMENTS – SEE ATTACHED PAGE FOR SPECIFIC COURSES**

General Education Category	Course #	Credits	Grade	Semester	Equivalent
<b>Category I: Global Academic Skills</b> (9 credits) A. Mathematics (3 credits)  B. English (3 credits)  C. Communication & Information Literacy (3 credits)	STAT 216				
	WRIT 101				
<b>Category II: Natural Sciences</b> (7 credits) 2 lectures (6 credits) & 1 lab (1 credit) (1 life science & 1 physical science & 1 lab)					
<b>Category III: Social Sciences and History</b> (6 credits) A. Social Science (3 credits) <i>PSYX 100 – major requirement</i> B. History (3 credits)					
<b>Category IV: Cultural Diversity</b> (3 credits)					
<b>Category V: Arts &amp; Humanities</b> (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:

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# 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

### 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
COMX	210	Communication in Small Groups	3
HONR	205	Honors Inquiry and Research	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	123	Fund of Biology: The Nature of Nutrition	3
BIOB	160	Principles of Living Systems	3
BIOB	161	Principles of Living Systems Lab	1
SCIN	101	Integrated Science I	3
SCIN	102	Integrated Science I 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
GPYH	262	Spatial Sciences Technology & Applications	3
GPYH	263	Spatial Sciences & Technology 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
SCIN	103	Integrated Science II	3
SCIN	104	Integrated Science II Lab	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

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
HTH	110	Personal Health and Wellness	3
PSCI	210	Introduction to American Government	3
PSCI	220	Introduction to Comparative Government	3
<b>PSYX</b>	<b>100</b>	<b>Introduction to Psychology</b>	<b>3</b>
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	159	World History to 1500 CE	3
HSTR	160	Modern World History	3
PSCI	230	Introduction to International Relations	3

## CATEGORY IV: CULTURAL DIVERSITY 3 credits

ANTY	220	Culture and Society	3
ARTH	160	Global Visual Culture	3
COMX	212	Intro to Intercultural Communication	3
GPYH	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
REHA	201	Introduction to Diversity in Counseling	3
RLST	170	The Religious Quest	3
SPNS	150	The Hispanic Tradition	3
WGSS	274	Women, Culture, and Society	3

## CATEGORY V: ARTS & HUMANITIES 6 credits

Students are required to take one course from each subcategory

### Subcategory A – Fine Arts 3 credits

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
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

### 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	213	Montana 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
<i>A grade of "C-" or higher is mandatory in all courses satisfying major requirements.</i>						

#### 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	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			
ACTG	202	Principles of Managerial Accounting	3			
BMGT	329	Human Resources Management	3			
BMGT	335	Management and Organization	3			
*ECNS	201	Principles of Microeconomics	3			

**Required Other Courses:** Ten credits, including a 4-credit math course, count in both Health Administration requirements and General Education requirements.

*HTH	270	Global Health Issues	3			
*STAT	216	Introduction to Statistics	4			
*WRIT	101	College Writing I	3			
WRIT	321	Advanced Technical Writing	3			

**Tracks** - Select one track from the following:

<b><i>Business Track:</i></b> This track will also fulfill the requirements for a Business Minor.						
BFIN	322	Business Finance	3			
BMGT	322	Operations Management	3			
BMIS	311	Management Information Systems	3			
BMKT	325	Principles of Marketing	3			
ECNS	202	Macroeconomics	3			
<b><i>Long Term Care and Public Health Track:</i></b>						
CHTH	250	Introduction to Public Health	3			
CHTH	317	Health Behavior Theories	3			
HADM	365	Managing Cont of Long-Term Care	3			
HADM	409	Aging America and Long-Term Care	3			
HTH	435	Health and Wellness Across the Lifespan	3			

<b>Elective Track:</b> <i>Select courses to create a track of electives in consultation with an advisor.</i>				

**Restricted Electives:** Select courses to fulfill remaining elective credits, in consultation with advisor.

AHMS	144	Medical Terminology	3			
CHTH	450	Worksite Health Promotion	3			
COMX	320	Principles of Organizational Communication	3			
COMX	426	Leadership and Communication	3			
COMX	480	Health Communication	3			
SOCI	380	Sociology of Health and Medicine	3			

Students are required to complete three years in the undergraduate BSHA and major, obtaining General Education requirements as credit toward the BSHA. During the third year, the student applies for acceptance into the MHA (February 1). If not accepted, the student may reapply to the MHA and continue to work on coursework for the BSHA degree. If accepted, the student will begin specific MHA coursework in the beginning (Fall) of the fourth year. After successful completion of the fourth year, students are eligible for graduation with a bachelor's degree. At the successful completion of the fifth year, students are eligible for graduation with the master's degree. See suggested plan of study.

#### Master Requirements

HADM	601	Professional Seminar 1	1			
HADM	602	Professional Seminar 2	1			
HADM	605	Evidence Based Management, Research, Eval Mtd	3			
HADM	607	Health Informatics and Information Systems	3			
HADM	608	Statistics for Health Care Administration	2			
HADM	610	Health Care Systems	2			
HADM	612	Health Policy	3			
HADM	615	Managerial Accounting and Budgeting	3			
HADM	620	Health Operations Methods	2			
HADM	622	Health Quality Techniques	2			
HADM	625	Healthcare Finance and Reimbursement	3			
HADM	632	Healthcare Economics	2			
HADM	635	Health Law and Ethics	3			
HADM	640	Managerial Epidemiology and Population Health	3			
HADM	645	Rural-Frontier Healthcare Management	2			
HADM	675	Healthcare Human Resources	2			
HADM	680	Healthcare Leadership	2			
HADM	687	Healthcare Marketing and Strategy	3			
^HADM	690	Internship	3			
HADM	697A	Capstone I	3			
HADM	697B	Capstone II	3			

**BACHELOR OF SCIENCE DEGREE IN HEALTH ADMINISTRATION**

<b>Categories</b>	<b>Credits</b>	<b>Earned</b>	<b>Remaining</b>
General Education Requirements	31	_____	_____
Required Health Administration Core	39	_____	_____
Restricted Business Core	15	_____	_____
Required Other Courses	13	_____	_____
Track/Concentration	15	_____	_____
Restricted Electives	6	_____	_____
Master Requirements	51	_____	_____
Total	170	_____	_____

**\*May satisfy General Education requirements.**

**^Internship is required of students who do not have a background in healthcare management.**

**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:**