DEGREE COMPLETION PROGRAM

Health Care Administration B.S.
Advising Checksheet

General Education Requirements (48 crs)

I. Required Skills and Competencies 15 cr

___(ENG) 101 College Writing OR
(ENG) 110 Advanced Placement Writing (3 cr)
___(SPE) 100 Basic Oral Communication (3 cr)
___College Level Math (3 cr)
___(HIS) 105 World History I (3 cr) AND
___(HIS) 106 World History II (3 cr)

II. Categories of Knowledge 33 cr

A: Language/Numbers for Rational Thinking (3 cr)
____( )_____

B: Literary, Artistic & Cultural Traditions (9 cr)
___( )_____
___( )_____
___( )_____

C: Biological & Physical Sciences (9 cr)
___( )_____
___( )_____
___( )_____

D: Political, Economic & Geographic Science (6 cr)
___( )_____
___( )_____

E: Social & Behavioral Science (6 cr)
___( )_____
___( )_____

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Health Care Administration Program (45 crs)

Health Care Administration Foundation 3 cr
___(HCA) 400 Introduction to Health Care Systems (3 cr)

Health Care Administration Core 12 cr
___(ENG) 348 Technical Professional Writing II (3 cr)
___(ISM) 300 Info. Tech. & Business Operations (3 cr)
___(MGT) 305 Organizational Behavior (3 cr)
___(SPE) 375 Resolving Conflict Through Comm. (3 cr)

Health Care Administration Professional Courses 12 cr
___(HCA) 451 Legal Aspects of Health Care (3 cr)
___(HCA) 452 Health Care Financial Management (3 cr)
___(HCA) 453 Human Resources Management for Health Care Administrators (3 cr)
___(HCA) 454 Health Care Strategic Management (3 cr)

Professional Electives: (with advisement) 12 cr
___( )_____(3 cr)
___( )_____(3 cr)
___( )_____(3 cr)
___( )_____(3 cr)

Internship/Professional Research Paper 6 cr
___( )_____

Free Electives (27 crs)
___( )_____
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Total Graduation Requirements **120 crs (minimum)**
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GPA Needed to Graduate: 2.0

Helpful Advising Hints for Scheduling:

Fall 2005	ENG 438 Technical Professional Writing II HCA 400 Introduction to Health Care Systems
Spring 2006	ISM 300 Information Technology & Business Operations SPE 375 Resolving Conflict Through Communications
Summer 2006	General Education Course or Free Elective General Education Course or Free Elective
Fall 2006	MGT 305 Organizational Behavior Professional Elective
Spring 2007	HCA 452 Health Care Financial Management Professional Elective
Summer 2007	General Education Course or Free Elective General Education Course or Free Elective
Fall 2007	HCA 451 Legal Aspects of Health Care Professional Elective
Spring 2008	HCA 453 Human Resources Management for Health Care Administrators HCA 454 Health Care Strategic Management
Summer 2008	General Education Course Professional Elective
Fall 2008	Internship