



Twin Cities Campus

Health Services Management B.A.Sc.

CCAPS Applied Professional Studies

College of Continuing and Professional Studies

- Program Type: Baccalaureate
- Requirements for this program are current for Fall 2016
- Required credits to graduate with this degree: 120
- Required credits within the major: 80 to 81
- Degree: Bachelor of Applied Science

Health care continues to be one of the largest areas of growth in hiring in the US. This major offers experience and education in support of many opportunities in health care management. It provides career training for undergraduates leading to entry-level positions in medical office management, long-term care administration, patient accounting systems, and many other related fields. Students will gain a conceptual understanding of business and the health care industry along with analytical and problem-solving skills to apply that knowledge in a variety of settings. The major's core content includes the following health care areas: leadership and management, quality management, health care economics and finance, legal aspects, health informatics, human resources, medical ethics, and program evaluation. The major has two track options. The Leadership and Management track may be customized with technical electives in areas such as health and wellness, long-term care administration, private practice management, health informatics, or interpreting. The Service Provider, Addiction Studies track prepares students to become a Licensed Alcohol and Drug Counselor (LADC) in Minnesota through requisite coursework as well as practicum experiences in the College of Continuing Education (CCE) Addiction Studies program. An applied internship experience is required for both tracks. The major will also interest individuals already employed in the industry who need additional skills for professional advancement. Finally, it can serve as excellent preparation for many graduate programs. The major builds upon the breadth, quality, and variety of courses in CCE's Applied Business (ABus) and Health Services Management (HSM) offerings as well as departmental courses through the School of Public Health, College of Pharmacy, Institute of Health Informatics, and the Center for Spirituality and Healing, among others.

Program Delivery

This program is available:

- partially online (between 50% to 80% of instruction is online)

Admission Requirements

Students must complete 45 credits before admission to the program.

Transfer students are usually admitted to pre-major status before admission to this major

A GPA above 2.0 is preferred for the following:

- 2.50 already admitted to the degree-granting college
- 2.50 transferring from another University of Minnesota college
- 2.50 transferring from outside the University

Students with at least 30 credits, and some or all of the foundation courses (listed under Admission Requirements) not yet completed or in progress, will be considered for admission to premajor status. Students who have at least 45 credits and all of the foundation courses completed or in progress will be considered for admission to major status. Moving from premajor to major status requires completion of at least 45 credits as well as all of the foundation courses with a grade of C- or better.

For information about University of Minnesota admission requirements, visit the [Office of Admissions website](#).

Required prerequisites

Admission Requirements

These courses must be completed or in progress for major status admission.

Microeconomics

[ECON 1101](#) - Principles of Microeconomics [SOCS, GP] (4.0 cr)
or [APEC 1101](#) - Principles of Microeconomics [SOCS, GP] (4.0 cr)

Statistics

[STAT 3011](#) - Introduction to Statistical Analysis [MATH] (4.0 cr)
or [PSY 3801](#) - Introduction to Psychological Measurement and Data Analysis [MATH] (4.0 cr)
or [SOC 3811](#) - Social Statistics [MATH] (4.0 cr)
or [BA 2551](#) - Business Statistics in R [MATH] (4.0 cr)

Oral Communication

[COMM 1101](#) - Introduction to Public Speaking [CIV] (3.0 cr)

Accounting



[ACCT 2051](#) - Introduction to Financial Reporting (4.0 cr)

or [APEC 1251](#) - Principles of Accounting (3.0 cr)

Personal and Community Health

[PUBH 3004](#) ~~(Inactive)~~ (4.0 cr)

or **Personal and Community Health Two-Course Set**

[PUBH 3001](#) - Personal and Community Health (2.0 cr)

[PUBH 3003](#) - Fundamentals of Alcohol and Drug Abuse (2.0 cr)

Health Sciences Terminology

[PHAR 1002](#) - Medical Terminology (2.0 cr)

General Requirements

All students are required to complete general University and college requirements including writing and liberal education courses. For more information about University-wide requirements, see the [liberal education requirements](#). Required courses for the major or minor in which a student receives a D grade (with or without plus or minus) do not count toward the major or minor (including transfer courses).

Program Requirements

Core Courses

[ABUS 3301](#) - Introduction to Quality Management (3.0 cr)

[ABUS 4013W](#) - Legal, Ethical, and Risk Issues for Managers [WI] (3.0 cr)

[ABUS 4041](#) - Dynamics of Leadership (3.0 cr)

[HINF 5430](#) - Foundations of Health Informatics I (3.0 cr)

[HSM 3521](#) - Health Care Delivery Systems (3.0 cr)

[HSM 4531](#) - Human Resources in Health Care Settings (3.0 cr)

[HSM 4541](#) - Health Care Finance (3.0 cr)

[HSM 4561W](#) - Health Care Administration and Management [WI] (3.0 cr)

[HSM 4591](#) - Health Care Law and Ethics (3.0 cr)

[HSM 4596](#) - Health Services Management Internship (1.0 cr)

[HSM 4861](#) - Leadership and Business Planning in Health Care: Capstone (3.0 cr)

[PUBH 3801](#) - Health Economics and Policy (3.0 cr)

Major Electives

Consult your adviser for other 3xxx or 4xxx electives in business and/or health care that are not on this list but may also be approved.

[PUBH 7xxx](#) electives (open to undergrads) fulfill MN requirements for licensure as a long-term care administrator. The 4 TRIN courses can count toward an 18-cr Certificate in Interpreting. One of the following psychology courses is strongly recommended for all students: [MGMT 4002](#)-Managerial Psychology (4 cr) OR [PSY 1001](#)-Introduction to Psychology (4 cr).

Take 24 or more credit(s) from the following:

• [ABUS 3510](#) - Communicating Virtually Across Global Teams in Applied Business Settings (4.0 cr)

• [ABUS 4012](#) ~~(Inactive)~~ (3.0 cr)

• [ABUS 4022W](#) - Management in Organizations [WI] (3.0 cr)

• [ABUS 4023W](#) - Communicating for Results [WI] (3.0 cr)

• [ABUS 4043](#) - Project Management in Practice (3.0 cr)

• [ABUS 4101](#) - Accounting and Finance for Managers (3.0 cr)

• [ABUS 4151](#) - Innovation for Leaders and Organizations (3.0 cr)

• [ABUS 4509](#) - New Product Development (3.0 cr)

• [ABUS 4515](#) - Strategy and Management for a Sustainable Future (3.0 cr)

• [ABUS 4571W](#) - Introduction to Grant Writing for Health Care and Nonprofit Organizations [WI] (3.0 cr)

• [ABUS 4701](#) - Introduction to Marketing (3.0 cr)

• [ABUS 4703](#) - Marketing for the Professional Practice (3.0 cr)

• [ABUS 4705](#) - Leadership and Management for the Professional Practice (3.0 cr)

• [ABUS 4707](#) - Financial Management for the Professional Practice (3.0 cr)

• [ABUS 4709](#) ~~(Inactive)~~ (3.0 cr)

• [ABUS 4711](#) ~~(Inactive)~~ (3.0 cr)

• [ADDS 5011](#) - Foundations in Addiction Studies (2.0 cr)

• [ADDS 5071](#) - Foundations of Co-occurring Disorders (2.0 cr)

• [AHS 3101](#) ~~(Inactive)~~ (2.0 cr)

• [ANTH 3306W](#) - Medical Anthropology [GP, WI] (3.0 cr)

• [ANTH 4075](#) - Cultural Histories of Healing [SOCS, GP] (3.0 cr)

• [APEC 4821W](#) - Business Economics and Strategy [WI] (3.0 cr)

• [ABUS 4211](#) - Facility Asset Management, Finance, and Budgeting (2.0 cr)

• [CSPH 3001](#) - Introduction to Integrative Healing (3.0 cr)

• [ECON 3101](#) - Intermediate Microeconomics (4.0 cr)

• [ECON 5890](#) ~~(Inactive)~~ (3.0 cr)



- **FSCN 5601** - Management of Eating Disorders (3.0 cr)
- **GEOG 3411W** - Geography of Health and Health Care [WI] (3.0 cr)
- **GERO 5110** *{Inactive}* (3.0 cr)
- **GERO 5115** *{Inactive}* (1.0 cr)
- **GERO 5125** - Gerontology Service Learning (1.0 - 3.0 cr)
- **HINF 5431** - Foundations of Health Informatics II (3.0 cr)
- **HINF 5501** - US Health Care System: Information Challenges in Clinical Care (1.0 cr)
- **HINF 5502** - Python Programming Essentials for the Health Sciences (1.0 cr)
- **HINF 5510** - Applied Health Care Databases: Database Principles and Data Evaluation (3.0 cr)
- **HMED 3001W** - Health, Disease, and Healing I [HIS, WI] (4.0 cr)
- **HMED 3002W** - Health Care in History II [HIS, WI] (4.0 cr)
- **HMED 3075** - Technology and Medicine in Modern America [HIS, TS] (3.0 cr)
- **MGMT 3001** - Fundamentals of Management (3.0 cr)
- **BA 3033W** - Business Communication [WI] (3.0 cr)
- **MGMT 4002** *{Inactive}* (4.0 cr)
- **MGMT 4175W** - New Business Feasibility and Planning [WI] (4.0 cr)
- **MLSP 5011W** - Professional Issues in the Health Care Community [WI] (2.0 cr)
- **OLPD 3332** - Global Identity: Connecting Your International Experience to Your Future [GP] (1.0 cr)
- **PA 3003** - Nonprofit and Public Financial Management (3.0 cr)
- **PA 4101** - Nonprofit Management and Governance (3.0 cr)
- **PA 5451** *{Inactive}* (3.0 cr)
- **PHAR 4204W** - Drugs and the U.S. Healthcare System [CIV, WI] (3.0 cr)
- **PHIL 3305** - Medical Ethics (4.0 cr)
- **PSY 1001** - Introduction to Psychology [SOCS] (4.0 cr)
- **PSY 3206** - Introduction to Health Psychology (3.0 cr)
- **PUBH 3106** - Making Sense of Health Studies (2.0 cr)
- **PUBH 3107** - Global Public Health and the Environment (2.0 cr)
- **PUBH 3351** - Epidemiology: People, Places, and Disease (2.0 cr)
- **PUBH 3415** - Introduction to Clinical Trials - Online (3.0 cr)
- **PUBH 3601** - Global Public Health Issues (2.0 cr)
- **PUBH 6535** - Managerial Accounting for Health Services (3.0 cr)
- **PUBH 7580** - Organizational Management in Long Term Care (1.0 cr)
- **PUBH 7581** *{Inactive}* (1.5 cr)
- **PUBH 7582** *{Inactive}* (4.0 cr)
- **PUBH 7584** - Health Care and Medical Needs (1.0 cr)
- **PUBH 7587** - Regulatory Management in Long-Term Care (1.0 cr)
- **PUBH 7588** - Information Uses in Long-Term Care (2.0 cr)
- **SOC 3511** - World Population Problems [GP] (3.0 cr)
- **SOC 4246** - Sociology of Health and Illness (3.0 cr)
- **TRIN 1201** *{Inactive}* (3.0 cr)
- **TRIN 3101** *{Inactive}* (3.0 cr)
- **TRIN 3102** *{Inactive}* (3.0 cr)
- **TRIN 4201** *{Inactive}* (3.0 cr)
- **WRIT 3029W** - Business and Professional Writing [WI] (3.0 cr)
- **WRIT 3405W** - Humanistic Healthcare and Communication [AH, WI] (3.0 cr)
- **WRIT 4573W** - Writing Proposals and Grant Management [WI] (3.0 cr)
- **INET 3065** *{Inactive}* (3.0 cr)
or **ABUS 3065** *{Inactive}* (3.0 cr)
- **Career Prep**
 - **ABUS 3051** - Career Search for the Professional Environment (2.0 cr)
or **CFAN 3201** - Career and Internship Preparation (1.0 cr)
or **ICP 3201** - Career and Internship Preparation (1.0 cr)
 - **CSCL 3350W** - Sexuality and Culture [DSJ, WI] (3.0 cr)
or **GLBT 3456W** - Sexuality and Culture [DSJ, WI] (3.0 cr)
 - **GEOG 3379** - Environment and Development in the Third World [SOCS, ENV] (3.0 cr)
or **GLOS 3303** *{Inactive}* [SOCS, ENV] (3.0 cr)
 - **OLPD 3306** *{Inactive}* (3.0 cr)
or **LEAD 3971** - Leadership Minor: Field Experience (3.0 cr)
 - **LEAD 3961** - Leadership, You, and Your Community (3.0 cr)
or **OLPD 3302** *{Inactive}* (3.0 cr)

Writing Requirements

Students are required to take one upper-division Writing Intensive course within the major. Required ABUS 4013W counts for that UD WI. If the other UD WI requirement is not satisfied within the core requirements, students must choose one course from the following list. Some of these courses may also fulfill other major requirements. Either ABUS 4023W-Communicating for Results (3 cr), OR WRIT 3405W-Humanistic Healthcare & Communication (3 cr) is strongly recommended for the other UD WI.



Take 0 - 1 course(s) from the following:

- [ABUS 4022W](#) - Management in Organizations [WI] (3.0 cr)
- [ABUS 4023W](#) - Communicating for Results [WI] (3.0 cr)
- [ABUS 4571W](#) - Introduction to Grant Writing for Health Care and Nonprofit Organizations [WI] (3.0 cr)
- [ANTH 3306W](#) - Medical Anthropology [GP, WI] (3.0 cr)
- [APEC 4821W](#) - Business Economics and Strategy [WI] (3.0 cr)
- [GEOG 3411W](#) - Geography of Health and Health Care [WI] (3.0 cr)
- [HMED 3001W](#) - Health, Disease, and Healing I [HIS, WI] (4.0 cr)
- [HMED 3002W](#) - Health Care in History II [HIS, WI] (4.0 cr)
- [BA 3033W](#) - Business Communication [WI] (3.0 cr)
- [MGMT 4175W](#) - New Business Feasibility and Planning [WI] (4.0 cr)
- [MLSP 5011W](#) - Professional Issues in the Health Care Community [WI] (2.0 cr)
- [PHAR 4204W](#) - Drugs and the U.S. Healthcare System [CIV, WI] (3.0 cr)
- [WRIT 3029W](#) - Business and Professional Writing [WI] (3.0 cr)
- [WRIT 3405W](#) - Humanistic Healthcare and Communication [AH, WI] (3.0 cr)
- [WRIT 4573W](#) - Writing Proposals and Grant Management [WI] (3.0 cr)
- [CSCL 3350W](#) - Sexuality and Culture [DSJ, WI] (3.0 cr)
or [GLBT 3456W](#) - Sexuality and Culture [DSJ, WI] (3.0 cr)

Program Sub-plans

A sub-plan is not required for this program.