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 2018
- Required credits to graduate with this degree: 120
- Required credits within the major: 79 to 81
- Degree: Bachelor of Applied Science

Health care continues to be one of the largest areas of growth of hiring in the United States. 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 may be customized with technical electives in areas such as health and wellness, long-term care administration, private practice management, health informatics, or interpreting. An applied internship experience is required, along with a career planning course. 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 the CCAPS 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 students are usually admitted to pre-major status before admission to this major

A GPA above 2.0 is preferred for the following:

- 2.80 already admitted to the degree-granting college
- 2.80 transferring from another University of Minnesota college
- 2.80 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

EPSY 3264 - Basic and Applied Statistics [MATH] (3.0 cr)
or PSY 3801 - Introduction to Psychological Measurement and Data Analysis [MATH] (4.0 cr)
or BA 2551 - Business Statistics in R [MATH] (4.0 cr)
or SOC 3811 - Social Statistics [MATH] (4.0 cr)
or STAT 3011 - Introduction to Statistical Analysis [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)

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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 4041 - Dynamics of Leadership (3.0 cr)
HINF 5430 - Foundations of Health Informatics I (3.0 cr)
HSM 3051 - Career and Internship Skills in Health Services Management (2.0 cr)
HSM 3521 - Health Care Delivery Systems (3.0 cr)
HSM 4301 - Health Care Quality & Patient Safety Management (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)

Basic Skills

Choose one. The remaining two could become electives.

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

or HSM 4043 - Project and Program Management in Health Services Management (3.0 cr)

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

Major Electives

Consult your advisor for other 3xxx or 4xxx electives in business and/or health care that are not on this list but may also be approved.
The 4 TRIN courses can count toward an 18-cr Certificate in Interpreting.
Take 22 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 4013W - Legal, Ethical, and Risk Issues for Managers [WI] (3.0 cr)
- ABUS 4022W - Management in Organizations [WI] (3.0 cr)
- ABUS 4023W - Communicating for Results [WI] (3.0 cr)
- ABUS 4101 - Accounting and Finance for Managers (3.0 cr)
- ABUS 4151 - Innovation for Leaders and Organizations (3.0 cr)
- ABUS 4211 - Facility Asset Management, Finance, and Budgeting (2.0 cr)
- ABUS 4501 - Building and Running a Small Business Enterprise (4.0 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)
- ACCT 3001 - Strategic Management Accounting (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)

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•APEC 4821W - Business Economics and Strategy [WI] (3.0 cr)
•BLAW 3058 *{Inactive}*(4.0 cr)
•CNRC 3535 - Death and the Afterlife in the Ancient World [AH] (3.0 cr)
•CSCL 3351W - The Body and the Politics of Representation [HIS, WI] (3.0 cr)
•CSPH 3000 *{Inactive}*(1.0 - 4.0 cr)
•CSPH 3001 - Introduction to Integrative Healing (3.0 cr)
•CSPH 3101 - Creating Ecosystems of Wellbeing (2.0 cr)
•CSPH 3301 - Food Choices: Healing the Earth, Healing Ourselves (3.0 cr)
•CSPH 5000 - Explorations in Integrative Therapies and Healing Practices (1.0 - 4.0 cr)
•CSPH 5111 - Ways of Thinking about Health (2.0 cr)
•CSPH 5115 - Cultural Awareness, Knowledge and Health (3.0 cr)
•CSPH 5121 - Planetary Health & Global Climate Change: A Whole Systems Healing Approach (2.0 cr)
•CSPH 5512 *{Inactive}*(2.0 cr)
•CSPH 5521 - Therapeutic Landscapes (3.0 cr)
•CSPH 5711 - Optimal Healing Environments (3.0 cr)
•CSPH 5805 - Wellbeing in the Workplace (3.0 cr)
•ECON 3101 - Intermediate Microeconomics (4.0 cr)
•ECON 5890 *{Inactive}*(3.0 cr)
•ESPM 3011W - Ethics in Natural Resources [CIV, WI] (3.0 cr)
•ESPM 3202W - Environmental Conflict Management, Leadership, and Planning [WI] (3.0 cr)
•FSCN 3615 *{Inactive}*[GP] (3.0 cr)
•FSCN 5601 - Management of Eating Disorders (3.0 cr)
•GCC 3007 - Toward Conquest of Disease [ENV] (3.0 cr)
•GCC 5003 - Seeking Solutions to Global Health Issues [GP] (3.0 cr)
•GCC 5007 - Toward Conquest of Disease [ENV] (3.0 cr)
•GEOG 3401W - Geography of Environmental Systems and Global Change [ENV, WI] (3.0 cr)
•GEOG 3411W - Geography of Health and Health Care [WI] (3.0 cr)
•GERO 5125 - Gerontology Service Learning (1.0 - 3.0 cr)
•GWSS 3203W - Blood, Bodies and Science [TS, SOCS, WI] (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)
•HINF 5531 - Health Data Analytics and Data Science (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)
•HSM 4043 - Project and Program Management in Health Services Management (3.0 cr)
•HSM 4065 - Information Privacy and Security in Health Services Management [TS] (3.0 cr)
•HSM 4575 - Innovation in Health Services (3.0 cr)
•IBUS 3002 - Strategic Management Accounting (4.0 cr)
•IBUS 3010 - Introduction to Global Entrepreneurship (4.0 cr)
•JOUR 3757 - Principles of Health Communication Strategy (3.0 cr)
•JOUR 5541 - Mass Communication and Public Health (3.0 cr)
•JOUR 5543 - Programs for Social Good: Design and Evaluation (3.0 cr)
•LAW 3000 - Introduction to American Law and Legal Reasoning (3.0 cr)
•LAW 3050 - Law of Business Organizations (3.0 cr)
•LAW 5061 *{Inactive}*(3.0 cr)
•LAW 5062 - Energy Law (3.0 cr)
•LAW 5076 - Essentials of Business for Lawyers (3.0 cr)
•LAW 5100 - Basic Federal Income Tax (3.0 cr)
•LAW 5103 - Data Privacy Law (3.0 cr)
•LAW 5601 - International Business Transactions (3.0 cr)
•LAW 5608 - Trademarks (3.0 cr)
•LAW 5613 - Copyright (3.0 cr)
•LAW 5624 *{Inactive}*(3.0 cr)
•LAW 5908 - Independent Research and Writing (1.0 - 2.0 cr)
•LEAD 3961 - Leadership, You, and Your Community (3.0 cr)
•LEAD 3971 - Leadership Minor: Field Experience (3.0 cr)
•LEAD 4961W - Leadership for Global Citizenship [GP, WI] (3.0 cr)
•MGMT 3001 - Fundamentals of Management (3.0 cr)
•MGMT 3004 - Strategic Management (3.0 cr)
•BA 3033W - Business Communication [WI] (3.0 cr)
•MGMT 3045 - Understanding the International Environment of Firms: International Business (2.0 cr)
•MGMT 4001 - Social Venturing in Action (4.0 cr)
•MGMT 4002 *{Inactive}*(4.0 cr)

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Information current as of March 29, 2024

•MGMT 4008 - Entrepreneurial Management (4.0 cr)
•MGMT 4080W - Applied Technology Entrepreneurship [WI] (4.0 cr)
•MGMT 4175W - New Business Feasibility and Planning [WI] (4.0 cr)
•MGMT 4171W - Entrepreneurship in Action I [WI] (4.0 cr)
•MGMT 4172 - Entrepreneurship in Action II (4.0 cr)
•MILI 3585 - Navigating the Healthcare Marketplace with Economic, Social and Policy Lenses [SOCS] (3.0 cr)
•MILI 3589 - Medical Technology and Society [TS] (3.0 cr)
•MKTG 3001 - Principles of Marketing (3.0 cr)
•MKTG 4051 - Advertising and Promotion (4.0 cr)
•MKTG 4081W - Marketing Strategy [WI] (4.0 cr)
•MLSP 5011W - Professional Issues in the Health Care Community [WI] (2.0 cr)
•OLPD 3305 - Learning About Leadership Through Film and Literature (3.0 cr)
•OLPD 3318 - Introduction to Project Management (3.0 cr)
•OLPD 3332 - Global Identity: Connecting Your International Experience to Your Future [GP] (1.0 cr)
•OLPD 3336 *{Inactive}*[CIV] (3.0 cr)
•OLPD 3641 - Introduction to Organization Development (3.0 cr)
•OLPD 3828 - Diversity in the Workplace (3.0 cr)
•OLPD 4301 *{Inactive}*(6.0 cr)
•OLPD 4318 *{Inactive}*(3.0 cr)
•OLPD 5011 - Leading Organizational Change: Theory and Practice (3.0 cr)
•OLPD 5048 - Cross-Cultural Perspectives on Leadership (3.0 cr)
•OLPD 5080 - Special Topics: Organizational Leadership, Policy, & Development (1.0 - 3.0 cr)
•OLPD 5095 - Problems: Organizational Leadership, Policy, and Development (1.0 - 3.0 cr)
•OLPD 5323 *{Inactive}*(3.0 cr)
•OLPD 5607 - Organization Development (3.0 cr)
•PA 3002 - Basic Methods of Policy Analysis [SOCS] (3.0 cr)
•PA 3003 - Nonprofit and Public Financial Management (3.0 cr)
•PA 4101 - Nonprofit Management and Governance (3.0 cr)
•PA 4190 *{Inactive}*(1.0 - 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 3206 - Introduction to Health Psychology (3.0 cr)
•PSY 5205 - Applied Social Psychology (3.0 cr)
•PUBH 3011 - Public Health Approaches to HIV/AIDS (2.0 cr)
•HSM 3040 - Dying and Death in Contemporary Society: Implications for Intervention (2.0 cr)
•PUBH 3102 - Issues in Environmental and Occupational Health (3.0 cr)
•PUBH 3104 - Environmental Health Effects: Introduction to Toxicology (2.0 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 3639 *{Inactive}*(3.0 cr)
•PUBH 3801 - Health Economics and Policy (3.0 cr)
•PUBH 3905 *{Inactive}*(2.0 cr)
•PUBH 3940 *{Inactive}*(1.0 cr)
•PUBH 3954 - Personal, Social, and Environmental Influences on the Weight-Related Health of Pediatric Populations (2.0 cr)
•PUBH 4410 *{Inactive}*(4.0 cr)
•PUBH 6535 - Managerial Accounting for Health Services (3.0 cr)
•SCO 3001 - Sustainable Supply Chain and Operations (3.0 cr)
•SOC 3501 - Sociology of Families [SOCS, DSJ] (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 4562 - International Professional Communication (3.0 cr)
•WRIT 4573W - Writing Proposals and Grant Management [WI] (3.0 cr)
•WRIT 4664W - Science, Medical, and Health Writing [WI] (3.0 cr)
•Color of Public Policy
•AAS 4231 - Color of Public Policy: African Americans, American Indians, Asian Americans & Chicanos in the U.S. (3.0 cr)
or AFRO 4231 - Color of Public Policy: African Americans, American Indians, Asian Americans & Chicanos in the U.S. (3.0 cr)
or AMIN 4231 - Color of Public Policy: African Americans, American Indians, Asian Americans, & Chicanos in the U.S. (3.0 cr)

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or CHIC 4231 - Color of Public Policy: African Americans, American Indians, Asian Americans & Chicanos in the U.S. (3.0 cr)

•Entrepreneurship

•IBUS 3010 - Introduction to Global Entrepreneurship (4.0 cr)
or MGMT 3015 - Introduction to Entrepreneurship (4.0 cr)

•Environment and Development in the Third World

•GEOG 3379 - Environment and Development in the Third World [SOCS, ENV] (3.0 cr)
or GLOS 3303 *{Inactive}*[SOCS, ENV] (3.0 cr)

•Finance Fundamentals

•FINA 3001 - Finance Fundamentals (3.0 cr)
or FINA 3001H - Honors: Finance Fundamentals (3.0 cr)

•Gender and Family in the Islamic World

•GLOS 3681 - Gender and the Family in the Islamic World (3.0 cr)
or GWSS 3681 - Gender and the Family in the Islamic World (3.0 cr)
or SOC 3681 - Gender and the Family in the Islamic World (3.0 cr)

•HR Management & Industrial Relations

•HRIR 3021 - Human Capital Management (3.0 cr)
or HRIR 3021H - Honors: Human Capital Management (3.0 cr)
or IBUS 3021 - Human Capital Management (4.0 cr)

•Information Technology in Business

•IDSC 3001 - Information Systems & Digital Transformation [TS] (3.0 cr)
or IDSC 3001H - Honors: Information Systems for Business Processes and Management (3.0 cr)

•Population in an Interacting World

•GEOG 3381W - Population in an Interacting World [SOCS, GP, WI] (3.0 cr)
or GLOS 3701W *{Inactive}*[SOCS, GP, WI] (3.0 cr)

•Sexuality and Culture

•CSCL 3350W - Sexuality and Culture [DSJ, WI] (3.0 cr)
or GLBT 3456W - Sexuality and Culture [DSJ, WI] (3.0 cr)

•Stuffed and Starved: The Politics of Eating

•GLOS 3613V *{Inactive}*[SOCS, GP, WI] (3.0 cr)
or GLOS 3613W - Stuffed and Starved: The Politics of Eating [SOCS, GP, WI] (3.0 cr)
or SOC 3613W - Stuffed and Starved: The Politics of Eating [SOCS, GP, WI] (3.0 cr)

•World Population Problems

•SOC 3511 - World Population Problems [GP] (3.0 cr)
or SOC 3511H - Honors: World Population Problems [GP] (3.0 cr)

Writing Requirements

Students are required to take one upper division writing intensive course within the major. If that requirement has not been satisfied within the core major requirements, students must choose one course from the following list. Some of these courses may also fulfill other requirements.

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

•ABUS 4013W - Legal, Ethical, and Risk Issues for Managers [WI] (3.0 cr)
•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)
•CSCL 3351W - The Body and the Politics of Representation [HIS, WI] (3.0 cr)
•ESPM 3011W - Ethics in Natural Resources [CIV, WI] (3.0 cr)
•ESPM 3202W - Environmental Conflict Management, Leadership, and Planning [WI] (3.0 cr)
•GWSS 3203W - Blood, Bodies and Science [TS, SOCS, 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)
•HSM 4561W - Health Care Administration and Management [WI] (3.0 cr)
•LEAD 4961W - Leadership for Global Citizenship [GP, WI] (3.0 cr)
•BA 3033W - Business Communication [WI] (3.0 cr)
•MGMT 4080W - Applied Technology Entrepreneurship [WI] (4.0 cr)
•MGMT 4175W - New Business Feasibility and Planning [WI] (4.0 cr)
•MGMT 4171W - Entrepreneurship in Action I [WI] (4.0 cr)
•MKTG 4081W - Marketing Strategy [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)
•WRIT 4664W - Science, Medical, and Health Writing [WI] (3.0 cr)
•CSCL 3350W - Sexuality and Culture [DSJ, WI] (3.0 cr)

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or GLBT 3456W - Sexuality and Culture [DSJ, WI] (3.0 cr)
•GEOG 3381W - Population in an Interacting World [SOCS, GP, WI] (3.0 cr)
or GLOS 3701W *{Inactive}*[SOCS, GP, WI] (3.0 cr)
•GLOS 3613W - Stuffed and Starved: The Politics of Eating [SOCS, GP, WI] (3.0 cr)
or SOC 3613W - Stuffed and Starved: The Politics of Eating [SOCS, GP, WI] (3.0 cr)

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