

## Bachelor of Science in Business Administration (BSBA)

# Healthcare Administration

The U.S. Bureau of Labor Statistics (BLS) reported wage and salary employment in the medical and health services management category is projected to grow 23 percent between 2012 and 2022. This growth rate is much faster than other industries. While many of these jobs are for practitioners, nurses, and allied health professionals, many others have duties that do not include hands-on patient care: for example, marketing, human resources, finance, and administration positions.



This degree will provide education on the traditional business disciplines with a focus on the healthcare setting.

### Healthcare Administration students will...

- Interact with qualified, award winning faculty in a small class environment.
- Study in Robert A. Dempster Hall, an efficient and beautiful business building with a look and feel of a corporate environment.
- Participate in practicums and internships designed to provide real world experience in healthcare organizations.

### Career Planning

Currently, 98 percent of Harrison College of Business graduates find employment within a year of graduation.

Career preparation is part of the mission of Southeast. 100% of programs offer our students an internship, study-abroad program, clinical opportunity, student teaching or research internship.

The Office of Career Services in Academic Hall 057 can provide students with professional career counseling and coaching, resume critiques, practice interviews, job search strategies, career events, networking opportunities, and more.

Demonstrated Career Proficiency is a Requirement of all Southeast Students		
CL001	First Semester	Students connect academic career planning by completing an online career assessment
CL002	Second Semester	Students learn more about resources available to enhance academic and career planning
CL003	Junior Year	Students learn about continued career planning, job search strategies, and networking
CL004	Senior Year	Students learn about resume development, professional communication, interviewing, and transitioning to the first job from college

### Potential Internship and Employment Opportunities

- Hospitals
- Insurance Companies
- Medical Office Practices
- Government Agencies
- Home Health Care
- Counseling Centers
- Medical Practice Management
- Risk Management
- Healthcare Technology Companies

### Admission Requirements

1. Completion of: AC221, AC222, AD101, BL255, EC215, EC225, EN140, MA134, MG252, QM257, QM258 and SC105 with a grade of 'C' or better.
2. Cumulative 2.25 GPA.
3. In addition to satisfying prerequisites, students must complete at least 45 credit hours before enrolling in upper division (300 level or above) business courses.

### Special Options with Healthcare Administration

Southeast Missouri State University offers an accelerated master's degree for current Southeast healthcare administration students. For more information, please see the MBA: Health Administration degree map.

Southeast also offers a Master of Business Administration in Health Administration.

**To learn more**  
Office of Admissions  
(573) 651-2590  
admissions@semo.edu  
www.semo.edu

**To explore**  
the Harrison College  
of Business online, visit  
www.semo.edu/hcb

**For advising**  
Center for Academic Advising - North  
(573) 651-5090  
www.semo.edu/advising  
advisingnorth@semo.edu

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This is a guide based on the 2017-2018 Undergraduate Bulletin and is subject to change. The time it takes to earn a degree will vary based on several factors such as dual enrollment, remediation, and summer enrollment. Students will meet with an academic advisor each semester and use DegreeWorks to monitor their individual progress.

### CURRICULUM CHECKLIST

Business students must be admitted to the College of Business prior to enrolling in upper division (300 level or above) business courses.

#### Business Administration Core – 30 Hours Required

A grade of 'C' is required in each core course.

- \_\_\_ AC221 Principles of Accounting I (3)
- \_\_\_ AC222 Principles of Accounting II (3)
- \_\_\_ BA490 Business Policy & Strategy (3)
- \_\_\_ BL255 Legal Environment of Business (3)
- \_\_\_ FI361 Financial Management (3)
- \_\_\_ MG301 Principles of Management (3)
- \_\_\_ MI375 Management Information Systems (3)
- \_\_\_ MK301 Principles of Marketing (3)
- \_\_\_ QM352 Quantitative Analysis (3)

#### Choose 3 Hours From:\*

- \_\_\_ AC540 International Perspectives of Accounting (3)
- \_\_\_ BA560 International Business Study Tour (3)
- \_\_\_ EC580 International Economics (3)
- \_\_\_ FI540 International Finance (3)
- \_\_\_ MG560 International Management (3)
- \_\_\_ MK560 International Marketing (3)

\* International Course taken to meet Business Administration Core requirement may not be counted on a major.

#### Support Courses – 30 Hours Required

Some courses may fulfill University Studies requirements.

A grade of 'C' or better is required in each support course.

- \_\_\_ AD101 Intro to Microcomputer Applications (3)
- \_\_\_ BA452 Professionalism (1)
- \_\_\_ EC215 Principles of Microeconomics (3)
- \_\_\_ EC225 Principles of Macroeconomics (3)
- \_\_\_ EN140 Rhetoric & Critical Thinking (3)
- \_\_\_ MA134 College Algebra (3)
- \_\_\_ MG252 Business Communication (2)
- \_\_\_ QM257 Business Statistics (3)
- \_\_\_ QM258 Business Statistics II (3)
- \_\_\_ SC105 Fundamentals of Oral Communication (3)
- \_\_\_ UI400 Business & Ethics (3)

**NOTE:** All 100 and 200 level core and support courses are pre-requisite to all 300 level business core and business major courses.

#### Healthcare Administration– 24 Hours – No Minor Required

- \_\_\_ EC585 Healthcare Economics (3)
- \_\_\_ HA473 Internship in Healthcare (3)
- \_\_\_ HA510 Healthcare Operations (3)
- OR
- \_\_\_ HA520 Introduction to Healthcare Quality (3)
- \_\_\_ HA580 Management of Health Systems (3)
- \_\_\_ HA581 Health Administration Policy (3)
- \_\_\_ HA582 Healthcare Budget/Reimburse (3)
- OR
- \_\_\_ HA540 Healthcare Informatics (3)
- \_\_\_ HA585 Marketing Healthcare (3)
- \_\_\_ MG356 Foundations of Human Resource Management (3)

Additional Requirements:

- \_\_\_ HL120 Health Perspectives (3)
- \_\_\_ UI352 Medical Ethics (3)
- \_\_\_ UI412 American Health Care System (3)

#### University Studies Requirements (not already listed above):

UI100 First Year Seminar, EN100 English Composition, Artistic Expression, Literary Expression, Living Systems, Physical Systems, Development of a Major Civilization, Political Systems, and Social Systems

### SAMPLE FOUR-YEAR PLAN

	Fall Semester		Spring Semester	
	Course #	Hrs	Course #	Hrs
<b>FIRST YEAR</b>	UI100	3	EN140	3
	EN100	3	HL120	3
	AD101	3	SC105	3
	MA134	3	Develop of a Major Civ	3
	Artistic Expression	3	Social Systems	3
	<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
Milestone: Achieve a minimum 2.25 overall GPA				

<b>SECOND YEAR</b>	AC221	3	AC222	3
	EC215	3	BL255	3
	MG252	2	EC225	3
	QM257	3	QM258	3
	Living Systems	3	Political Systems	3
	Physical Systems	3		
	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>15</b>
Milestone: Gain admission to College of Business by end of fourth semester.				
(summer courses are encouraged to avoid 18 hour semesters)				

<b>THIRD YEAR</b>	FI361	3	HA510 or HA520	3
	HA580	3	MG356	3
	MG301	3	MI375	3
	MK301	3	UI352	3
	QM352	3	Literary Systems	3
	<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
Milestone: Maintain 2.25 overall GPA and 2.25 major GPA				

<b>FOURTH YEAR</b>	HA581	3	BA452	1
	HA582 or HA540	3	BA490	3
	HA585	3	EC585	3
	International Course	3	HA473	3
	UI412	3	UI400	3
	<b>Total</b>	<b>15</b>	<b>Total</b>	<b>13</b>
Milestone: Maintain 2.25 overall GPA and 2.25 major GPA				

A "Milestone" signifies a significant stage for a student in the completion of a degree.

**Degree requirements for all students:** a minimum of 120 credit hours, completion of University Studies program, completion of 39 senior division hours (300-599), career proficiencies (CL001-004), Writing Proficiency Exam (WP003), and completion of the Measure of Academic Proficiency and Progress (MAP) at the senior level. Refer to the Undergraduate Bulletin or Degree Works for additional graduation requirements for your program.

A minimum 2.25 GPA in the major and overall are required to graduate with a BSBA degree.

If you have dual credit or transfer credit, please visit our transfer course equivalencies guide at [semo.edu/transfercredit](http://semo.edu/transfercredit).

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