

HEALTH CARE ADMINISTRATION AND PLANNING ACADEMIC MAP: DEGREE BS (120 CREDIT HOURS)
Offered in Evenings and on Weekends

This degree map is a semester-by-semester course schedule for students majoring in **Health Care Administration and Planning**. The milestones listed to the right of each semester are designed to keep a student on track to graduate in four years. The schedule serves as a general guideline to help build a full schedule each semester. The milestones include courses and the special requirements necessary for students to complete the requirements for the degree on a timely basis. When one or more milestones are missed, students should consult with an academic advisor to determine if another degree path would be more suitable.

Acceptance into Tennessee State University (TSU) does not guarantee acceptance into the HCAP program. To enroll in courses within the major (Health Care Administration courses), students must be accepted into the program by submitting a *Public Health, Health Administration, and Health Sciences (PHHAHS) Department Application*. A minimum GPA of 2.5 (on a 4.0 scale) is required to be considered for admission to the Bachelor degree program in Health Care Administration and Planning. Students may submit a Department Application during their first semester sophomore year. Applications are accepted and processed year-round for admission to the program. The application packet consists of: a department application; two letters of recommendation, a personal goals statement, an interview with the Admissions Committee, and a recent transcript.

Each student will be assigned to a faculty advisor in the department. Students should not self-advise. Each semester, the student should schedule a meeting with their advisor before registering for classes.

After a student is accepted for admission to the Health Care Administration and Planning (HCAP) Program, they must adhere to the following retention policy to remain in the HCAP Program:

1. Students must maintain minimum cumulative grade point average of 2.0 (on scale of 4.0).
2. Students must earn "C" or better in all major courses and supporting courses in Science, Business, English, and Mathematics. Failure to maintain a "C" in any of these courses will result in the student repeating the course the next semester the course is offered with the approval of the advisor.
3. Students who earn a grade less than a "C" in the same HCAP or HLSC courses for two semesters will be dismissed from the HCAP Program.

If a student is dismissed from the program for poor academic performance, they may re-apply for readmission to the HCAP Program. Students who request readmission should present evidence to the PHHAHS Admissions Committee of substantial change in circumstances warranting reconsideration. Readmission after dismissal is considered after the student explains the circumstances that led to their poor performance and what they plan to do to improve their academic performance (i.e., seek tutoring).

Students who opt to major in Health Care Administration and Planning should graduate with an overall GPA of 3.0 (on a 4.0 scale) to be competitive when applying for graduate programs.

Tennessee State University and the department recognize that students have diverse learning, life, and professional experiences. Therefore, a student may submit a request to waive the six credit hour internship one year prior to enrolling in the internship. Please check with the PHHAHS Department to get specific instructions about the requirements. In addition, the University provides opportunities for students to earn college credit toward the degree through a number of assessment options that evaluate their learning experiences. These paths are grouped under the category "Prior Learning Assessment" (PLA). Various means of earning PLA credit at TSU are the following: Advance Placement Program, American Council of Education (ACE) Military Credit, American Council on Education (ACE) other Assessed Credit, College Level Exam Program (CLEP), DSST Credit by Examination Program (includes DANTES Examination), Institutional Course Challenge Exams (Departmental Exams), International Baccalaureate Credit, Other Military Service, and a Portfolio Assessment. To learn more about PLA, contact your academic advisor or the Office of Student Support Services for Adult and Distance Learners at (615) 963-7001 or adultstudentsupport@tnstate.edu

Department Chair: Dr. Elizabeth Brown, Email: ebrown2@tnstate.edu

Mapping Coordinator: TBA

Department Web Address: http://www.tnstate.edu/phas/health_admin.aspx

Fall Schedule		Milestones
Semester 1	Hrs.	Semester 1
UNIV 1000*	1	Pre-requisite course: Must be taken before HCAP 2100, HCAP 3100, HCAP 4800.
SOCI 2010	3	Pre-requisite course: Must be taken before HCAP 3310; Minimum Grade of "C" Required.
BIOL 2210/2211	4/0	Pre-requisite course: Must be taken before HIMA 1040; Minimum Grade of "C" Required.
ENGL 1010	3	Pre-requisite course: Must be taken before ENGL 1020, HIST 2010, HIST 2020, HIST 2030, HIST 2060, HIST 2070 or HIST 2700, HCAP 3900; Minimum grade "C" Required.
Humanities/ Fine Arts*	3	Minimum Grade of "C" Required.
Total hours	14	

*An Orientation course taken at another University does **NOT** meet this requirement. Students with less than 60 credit hours must take UNIV 1000 at TSU.

**Students must take a 3 credit hour course from the following list of approved general education Humanities/Fine Art courses: ART 1010, THTR 1020, MUSC 1010, PHIL 1030, HIST 1000 or RELS 2010.

Spring Schedule		Milestones
Semester 2	Hrs.	Semester 2
Humanities/ Fine Arts*	3	Minimum Grade of "C" Required.
BIOL 2220/2221	4/0	Minimum Grade of "C" Required.
ENGL 1020	3	Pre-requisite course: Must be taken before HIST 2010, HIST 2020, HIST 2030, HIST 2060, HIST 2070 or HIST 2700, HCAP 3900; Minimum grade "C" Required
MATH 1110	3	Pre-requisite course: Must be taken before ACCT 2010, ECON 2010, HLSC 4010; Minimum Grade of "C" Required.
POLI 2010	3	Minimum Grade of "C" Required.
Total hours	16	

*Students must take a 3 credit hour course from the following list of approved general education Humanities/Fine Art courses: ART 1010, THTR 1020, MUSC 1010, PHIL 1030, HIST 1000 or RELS 2010. Students should not enroll in the same course.

Fall Schedule		Milestones
Semester 3	Hrs.	Semester 3
ACCT 2010	3	Pre-requisite course: Must be taken before ACCT 2020, HCAP 4200, HCAP 4500; Minimum Grade of "C" Required.
ENGL Literature*	3	Minimum Grade of "C" Required.
SOCI 2300	3	Minimum Grade of "C" Required.
HIST 2010	3	Minimum Grade of "C" Required.
BISI 2150 or COMP 1210	3	Pre-.requisite course: Must be taken before HCAP 4200; Minimum Grade of "C" Required
Total hours	15	Students must submit to the department: HCAP Admissions Application, two letters of recommendation, typed personal goals statement, and academic transcript by the second semester of the sophomore year.

*Courses within the range of ENGL 2110-2320 will meet this requirement.

Spring Schedule		Milestones
Semester 4	Hrs.	Semester 4
ACCT 2020	3	Pre-requisite course: Must be taken before HCAP 4500; Minimum Grade of "C" Required.
HIST 2020	3	Minimum Grade of "C" Required.
COMM 2200	3	Pre-requisite course: Must be taken before HCAP 3900; Minimum Grade of "C" Required.
HCAP 2010/2011	3/1	Pre-requisite course: Must be taken before HCAP 2100, HCAP 3100, HCAP 3200, HCAP 3310, HCAP 3900, HCAP 4000, HCAP 4010, HCAP 4200, HCAP 4500, HCAP 4700, HCAP 4800, HCAP 4900, HCAP 4930; Minimum Grade of "C" Required.
Total hours	13	

Fall Schedule		Milestones
Semester 5	Hrs.	Semester 5
ECON 2010	3	Pre-requisite course: Must be taken before ECON 2020, HCAP 3100, HCAP 4200, HCAP 4500, HCAP 4800; Minimum Grade of "C" Required.
HCAP 3310	3	Admission to the HCAP Program; Minimum Grade of "C" Required.
HCAP 4200	3	Admission to the HCAP Program; Minimum Grade of "C" Required.
HIMA 1040	3	Pre-requisite course: Must be taken before HCAP 4700; Minimum Grade of "C" Required.
Total hours	12	

Spring Schedule		Milestones
Semester 6	Hrs.	Semester 6
ECON 2020	3	Pre-requisite course: Must be taken before HCAP 4500; Minimum Grade of "C" Required.
MGMT 3010	3	Pre-requisite course: Must be taken before MGMT 4040; Junior Standing; Minimum Grade of "C" Required.
HCAP 2100	3	Admission to the HCAP Program; Pre-Requisite Course: Must be taken before HCAP 3100, HCAP 3200; Minimum Grade of "C" Required.
HCAP 3900	3	Admission to the HCAP Program; Minimum Grade of "C" Required.
HCAP 3100	3	Admission to the HCAP Program; Minimum Grade of "C" Required.
Total hours	15	Students with healthcare management experience should submit the Prior Learning Assessment (PLA) request for credit toward the six credit-hour internship to the HCAP PLA Committee in the first semester of the junior year.

Summer Session	Hrs.	Milestones
HCAP 4000	6	Admission to the HCAP Program; Senior Standing; Completion of 41 general education core, ACCT 2010, ACCT 2020, ECON 2010, ECON 2020, MGMT 3010, and 24 hours of HCAP courses (HCAP 2010/2011, 2100, 3100, 3200, 3900, 4200, 4500, 4800; Must attend the Fall and Spring Internship Workshop; Permission of Department Advisor Required; Minimum Grade of "C" Required.
HCAP 4010	1	Pre-Requisite Course: HCAP 4010 can be taken before, during, or after HCAP 4000; Admission to the HCAP Program; Permission of Instructor Required; Permission of Department Advisor Required; Minimum Grade of "C" Required.
Total hours	7	

Fall Schedule		Milestones
Semester 7	Hrs.	Semester 7
HCAP 3200	3	Admission to the HCAP Program; Minimum Grade of "C" Required.
HCAP 4500	3	Admission to the HCAP Program; Minimum Grade of "C" Required.
HCAP Elective*	3	Admission to the HCAP Program; Permission of Instructor Required; Minimum Grade of "C" Required.
MGMT 4030	3	Department Permission Required; Minimum Grade of "C" Required.
HLSC 4010	3	Admission to the HCAP Program; Minimum Grade of "C" Required.
Total hours	15	

* HCAP 3800 is the recommended elective

Spring Schedule		Milestones
Semester 8	Hrs.	Semester 8
		Take Senior Exit Exam and Apply for Graduation.
HCAP 4700	3	Admission to the HCAP Program; Minimum Grade of "C" Required.
HCAP 4800	3	Admission to the HCAP Program; Minimum Grade of "C" Required.
HCAP 4900	3	Admission to the HCAP Program; Senior Standing; Permission of Instructor Required; Minimum Grade of "C" Required.
MGMT 4040	3	Minimum Grade of "C" Required.
HCAP 4930	1	Admission to the HS Program; Graduating Senior Status; students are required to pass the Comprehensive Exam with a 70 or above and earn an "S" in the course to graduate.
Total hours	13	

Employment Information:

Health Care Administration majors are employed in a variety of health and health related settings. They include: Community Health Agencies, Hospitals, Drug Companies, Business and Educational Organizations, Public Health Departments, Nursing Homes, Retirement Residences, Home Health Agencies, Federal, state and local health department, U.S. Military, Veterans Administration Hospitals, HMOs, Medical Group Practices, Insurance Companies, etc.

Representative Job Titles Related to this Major:

With a bachelor's degree, many students are eligible for employment as middle level managers. These titles may include, but are not limited to, department head, assistant administrator, program director, emergency room manager, director of public health program, an officer in the military etc.

Representative Employers:

Various agencies with the state government, local government, federal government, HCA, Davita Healthcare, Parallon, State Health Department, Vanderbilt Comprehensive Care Center and Clinic, Meharry Medical College, various pharmaceutical companies, nursing homes, home health agencies, etc.

International study is available for all TSU students and may include opportunities for internships or taking course work towards various minors. International study may have an impact on the MAP; therefore, it is important to consult with the academic advisor about this major before participating in an international Program opportunity. Students interested in study abroad opportunities should contact the Office of International Programs.

This map is not intended to be a contract, either expressed or implied, between the University and the students, but represents a flexible program of the current curriculum which may be altered from time to time to carry out the academic objectives of the University. TSU specifically reserves the right to change, delete or add to any MAP at any time within the student's period of study at the University.