

HEALTH CARE ADMINISTRATION AND PLANNING ACADEMIC MAP: DEGREE BS (120 CREDIT HOURS)

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. Milestones are courses and special requirements necessary for timely progress to complete a major. When one or more milestones are missed, students should consult with an academic advisor to determine if another degree path would be more suitable.

In order to enroll in courses within the major (Health Care Administration courses), students must submit a *Public Health, Health Administration and Health Sciences (PHHAHS) Department Application*. There are no deadlines to apply for admission. Applications are accepted and processed year-round for admission to the program. Students may submit a Department Application during their second semester sophomore year. 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. Students must have a minimum GPA of 2.5 (on a 4.0 scale) to be considered for admission to the Bachelor degree program in Health Care Administration and Planning.

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 a minimum cumulative grade point average of 2.0 (on a scale of 4.0).
2. Students must earn a "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 HCAP courses for more than one semester will be dismissed from the HCAP Program.

Each student will be assigned to a Faculty Advisor in the department. We strongly recommend that students do not self-advise. Each semester, the student should schedule a meeting with their Advisor before registering for classes.

Students who have been dismissed from the HCAP Program may apply for readmission. Students who request readmission should present evidence to the Department's Admission Committee of substantial change in circumstances warranting reconsideration. If a student is dismissed from the program for poor academic performance, they must re-apply for readmission to the HCAP Program and explain the circumstances that led to their poor performance and what they plan to do to improve their academic performance (i.e., seek tutoring).

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, Portfolio Assessment. To learn more about PLA contact your academic advisor or the Office of Student Support Services for Adult and Distance Learners (615) 963-7001.

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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, and HIST 2010, HIST 2020, HIST 2030, HIST 2050, HIST 2060 or HIST 2700, HCAP 3900; Minimum grade "C" Required
Humanities/ Fine Arts*	3	Minimum Grade of "C" Required
Total hours	14	

*Students must take a 3 credit hour course from the following list of approved general education Humanities/Fine Art courses:
AREN 2310, ART, 1010, THTR 1020, MUSC 1010, PHIL 1030, HIST 1210, HIST 1220 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 2050, HIST 2060 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:
AREN 2310, ART, 1010, THTR 1020, MUSC 1010, PHIL 1030, HIST 1210, HIST 1220 or RELS 2010.

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	3	Pre-Requisite Course: Must be taken before HCAP 4200; Minimum Grade of "C" Required
HIMA 1010	1	Pre-Requisite Course: Must be taken before HCAP 2100, HCAP 4700; Minimum Grade of "C" Required
Total hours	16	

*Courses within the range of ENGL 2012-2013 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	3/0	Pre-Requisite Course: Must be taken before HCAP 3310, HCAP 4200, HCAP 2100, HCAP 3900, HCAP 3100, HCAP 4700, HCAP 4800, HCAP 4500, HCAP 3200; Minimum Grade of "C" Required
HPER Activity*	1	Minimum Grade of "C" Required
Total hours	13	*Student must submit a department application to the HCAP Program

*Courses within the range of HPER 1010-1044 will meet this requirement

Fall Schedule		Milestones
Semester 5	Hrs.	Semester 5
ECON 2010	3	Pre-Requisite Course: Must be taken before ECON 2020, HCAP 4200, HCAP 3100, HCAP 4800, HCAP 4500; 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	

Summer Session	Hrs.	Milestones
HCAP 4000	6	Admission to the HCAP Program; Senior Standing 24 hr. min. HCAP major courses; Minimum Grade of "C" Required; Pre-Requisite Course: Must be taken before HCAP 4010; Permission of Department Advisor Required
HCAP 4010	1	Admission to the HCAP Program; Permission of Instructor Required; Minimum Grade of "C" Required; Permission of Department Advisor Required
Total hours	7	

Fall Schedule		Milestones
Semester 7	Hrs.	Semester 7
HLSC 4010	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
HCAP 4900	3	Admission to the HCAP Program; Senior Standing; Permission of Instructor Required; Minimum Grade of "C" Required
Total hours	13	

* 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 4500	3	Admission to the HCAP Program; Minimum Grade of "C" Required
MGMT 4040	3	Minimum Grade of "C" Required
HCAP 3200	3	Admission to the HCAP Program; Minimum Grade of "C" Required
HCAP 4930	0	Admission to the HCAP Program; Graduating Senior Status; students are required to pass the comprehensive exam with a 70 or higher and get an "S" in the course in order to graduate.
Total hours	15	

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

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 heads, assistant administrators, program directors, emergency room managers, public health program director, an officers in the military etc. With experience and a master's degree, Financial manager, chief operating officer (COO), chief executive officer (CEO), Program Manager of a large facility, etc.

Representative Employers: Various agencies with the Federal government, HCA, 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 for this major before participating in an international Program opportunity. Students interested in study abroad opportunities should contact the Office of International Programs and consult with their academic advisor.

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.
