

MHA STUDENT STUDY PLAN

Advisor: _____

HEALTH ADMINISTRATION, COLLEGE OF HEALTH PROFESSIONS, GOVERNORS STATE UNIVERSITY

Student Name: _____ ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # (Home): _____ (Work): _____ (Fax): _____

Revised
8/18/2026

Year/Trimester	Course #	Course Title	Instructor	Grade	Waived *
	HLAD 7101	INTRODUCTION TO HCO			☐
	HLAD 7102	COMM. HLTH & MANAGERIAL EPI			☐
	ACCT 6100	FOUNDATION OF ACCOUNTING			☐
	HLAD 7107	ECONOMICS OF HEALTH ADMIN			☐
	HLAD 7108	HEALTH CARE POLICY			☐
	HLAD 7109	HEALTH CARE INFORMATICS			☐
	HLAD 7110	H.C. FINANCIAL MGMT I			☐
	HLAD 7111	ORG. THEORIES IN HEALTH ADMIN.			☐
	HLAD 7112	HEALTH CARE MGMT 1			☐
	HLAD 8101	QUANTITATIVE DECISION MAKING			☐
	HLAD 8000	PROGRAM EVALUATION & ANALYSIS			☐
	HLAD 8103	INTEGRATED PERF. IMP FOR HCO			☐
	HLAD 8105	H.C. HUMAN RESOURCE MGMT			☐
	HLAD 8106	HEALTH CARE LAW			☐
	HLAD 8107	HEALTH CARE FINANCIAL MGMT II			☐
	HLAD 8900	Healthcare Strategic Planning, Marketing, and Management			☐
	HLAD 8902	H.A.: FIELD EXPERIENCE OR			☐
	HLAD 8110	INTERNSHIP: RESIDENCY OR			☐
	HLAD 8111	THESIS			☐
		Deficiency Courses			
	HLAD 3102	PRIN OF H.C. MICROECON			☐
	HLAD 3104	HEALTH CARE STATISTICS			☐
	HLAD 4106	MGMT ACCOUNTING FOR H.C. ORGS			☐
	HLAD 3101	PRIN OF H.C. MANAGEMENT			☐
	HLAD 3108	POLICY & POLITICS IN HEALTHCARE			☐
		COMPUTER LITERACY**			

*Requests for waiver of a course (core or deficiency) or transfer of credit from another university must conform to GSU and Health Administration program requirements. Please see catalog for complete details. Your advisor will discuss with you and determine the deficiency courses that you'll need to take prior to taking MHA core courses.

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****Computer Literacy Note:** MHA students are required to have the basic knowledge of Microsoft Word, Excel, and PowerPoint programs. Any individual working in an analytical staff, management, or administrative role in any healthcare organization will use these programs on his/her job. The degree of use will vary with the job, but not the basic need to use these programs. This includes managers of clinical departments, such as head nurses or physical therapy managers. Budgets, as one example, are normally built and submitted using Excel.

Therefore, each student is requested to have, or quickly develop, skills using Word, Excel, and PowerPoint programs on their own. Because Excel is used in most analytical projects, Excel will be used in many of the Exercises required in HLAD courses. We suggest the following sources of assistance learning Excel:

1. YouTube videos for those who prefer to learn via videos.
2. Excel for Dummies, by Greg Harvey, for those who prefer to learn via a book.
3. Multiple Microsoft training programs on Excel. Most are free. Do a search on Microsoft training on Excel. Examples include: Excel for Windows training through Microsoft, for those who use Windows based computers. Website: <https://support.office.com/en-us/article/excel-for-windows-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb>. Microsoft virtual academy course on Excel 365. Website: https://mva.microsoft.com/en-us/training-courses/microsoft-excel-2013-essentials-8678?l=N7UQnBH1_8904984382.
4. Other online courses on Excel. Some are free; some have fees. Since Excel, Word, and PowerPoint are used in virtually all businesses, there are many sources of training on these programs. It is acknowledged that learning these basic business programs may require significant time by some students.

Total Credits for Graduation 51

*Student's Signature Date

*Advisor's Signature Date