

(Meeting minimum requirements does not guarantee admission to the program)

| TERM | APPLICATIONS ACCEPTED | APPLICATION REVIEW | APPLICATION STATUS NOTIFICATION |
|--------------|------------------------------------|---------------------|---------------------------------|
| JANUARY 2025 | DECEMBER – Until seats are filled. | From SEPTEMBER 2024 | By DECEMBER 2025 |

PROGRAM DURATION, STUDY MODE & DESCRIPTION

| PROGRAM DURATION (Number of Semesters) | | STUDY MODE |
|--|---------------------------|----------------------------------|
| Full-Time (4-5 Semesters) | Part-Time (5-8 Semesters) | All MHSM courses offered online. |

The Bachelor of Applied Science (BAS) in Healthcare Management is designed to enhance any health science associate of applied science degree. The BAS prepares students for career advancement or entry-level healthcare managerial positions. The degree program enables working allied health professionals to advance their career by focusing on leadership skills, knowledge and credentials in the healthcare management field.

Online courses rely on technology for the delivery of the course as well as the completion of assignments, etc. Students interested in online courses need access to a compatible computer or mobile device, high-speed internet connection, a webcam and microphone. To be successful, students taking online courses must have basic computer skills and be competent with office productivity applications and the use of websites.

PROGRAM ADMISSION CRITERIA

32 applicants will be offered admission in the Fall cohort.

- An applicant must have an Associate of Applied Science (AAS) in Occupational Therapy Assistant, Physical Therapy Assistant, Radiography, Medical Laboratory, Histologic Technician, Nuclear Medicine, Dental Hygiene, Health Information Technology, or any healthcare related field pending program director approval. Students with AAS degrees in allied healthcare from Houston community college are awarded priority admission. Prior college-level coursework must have a minimum cumulative GPA of 2.0 or higher.
- HCC Coleman College health science AAS students, within two semesters of graduation, are eligible to apply. However, the associate degree must be conferred prior to official acceptance into the BAS Healthcare Management program.



ADMISSION GUIDE

Bachelor of Applied Science (BAS),
Healthcare Management

- If the applicant is not a current HCC student and applies to the BAS program, then provide HCC with official transcripts that show their conferred health science AAS degree. The AAS degree must be issued from an institution that is regionally accredited by an agency that is recognized by HCC.

HOW DO I SUBMIT MY APPLICATION?

1. Apply to HCC.

If you are new to college or transferring, your first step is to become an HCC Eagle by submitting a free admissions application. To obtain the HCC student ID number, please create a profile and complete an application at www.applytexas.org/. You will receive a welcome email response within 48 hours. Be sure to save your ID number or P-number/D-number (if you are assigned one). Do not submit another application if you already have an HCC student ID or have previously applied at any point. Multiple HCC applications or ID numbers are not allowed.

2. Apply for financial aid.

All students should apply for financial aid immediately after applying for admission to HCC. Filling out a financial aid application is the first step in learning your options to pay for college. HCC accepts financial aid applications throughout the year, submitting an application early will give you a better chance of securing aid.

- Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.
- Free Application for Texas Application for State Financial Aid (TASFA) at www.hccs.edu/tasfa.

If you need assistance paying for college, please visit the Coleman Financial Aid office for assistance or visit www.hccs.edu/applying-and-paying/financial-aid/.

3. Meet with an advisor.

You can meet with HCC advisor in person or virtually to determine eligibility for admission to the program. HCC can use the unofficial transcript(s) for the initial advisement purpose. Before accessing an in-person student service, students are encouraged to always reference the virtual lobby webpage for the most up-to-date hours of operations and locations: www.hccs.edu/virtual-lobby.



ADMISSION GUIDE

Bachelor of Applied Science (BAS),
Healthcare Management

Page | 3

4. Attend a program information session.

The program information session will be held virtually once a month until July 2023. Please register to attend the program information session [here](#).^{*} If you have questions regarding the delivery of program information sessions, please call 713.718.8070 or email co.healthcaremgmt@hccs.edu.

^{*}<https://www.hccs.edu/programs/areas-of-study/health-sciences/healthcare-management-bas/>

5. Complete a BAS Healthcare Management program application.

In addition to the HCC application, submit a BAS Healthcare Management program application [here](#).^{*}

A complete application will include:

- unofficial transcript(s).
- an essay of 300 to 400 words, elaborating on your motivation for pursuing this program, your objectives for completing it and the ways in which your personal or professional background aligns with your aspirations and interests. The essay will be evaluated based on its content and clarity of expression.

^{*}<https://www.hccs.edu/programs/areas-of-study/health-sciences/healthcare-management-bas/>

6. Submit official transcripts.

Official, sealed unopened transcript(s) must be submitted directly to HCC from the issuing college or university attended. *If you have completed your courses at HCC, you do not need to submit a transcript.*

There are two ways to submit an official transcript from your previous institution:

1. **Submit Electronically** to admissions@hccs.edu.
2. **Submit by Mail** to Houston Community College, Office of Admissions& Records, P.O. Box 667517, Houston, TX 77266-7517

Foreign Transcripts: All foreign transcripts must be evaluated for US equivalency and course-by-course by an approved evaluating agency. To find a list of approved evaluation companies, please visit [Foreign transcript/ Foreign Credit Evaluators](#). The official evaluation report must be submitted to HCC.

International Students (F-1): contact the Office of International Student Programs at <https://www.hccs.edu/support-services/international-students/> to determine eligibility for the program.



ADMISSION GUIDE

Bachelor of Applied Science (BAS),
Healthcare Management

Veteran students: Individuals who plan to use Veteran/Military Affiliated benefits should contact the Office Veteran and Military Affiliated Student Success at <https://www.hccs.edu/support-services/veteran-affairs/contact---vmass/> to determine eligibility for the program.

Once the transcript has been received by HCC, allow six to eight weeks for the evaluation and transfer of course credits. For more information on transcript(s) submission, please visit [Transcript\(s\)](#).

ONCE ADMISSION HAS BEEN OFFERED

Complete the letter of intent by the deadline stated in the admission acceptance offer email that will be sent to the email address provided in your application.

ESTIMATED COSTS

Tuition costs are based on residency. Below are the estimated costs of tuition for 60 semester hours. Textbooks and instructional materials are not included.

| In-District | Out-of-District | Out-of-State |
|-------------|-----------------|--------------|
| \$ 5,082 | \$10,840 | \$13,632 |

For more information regarding how tuition is calculated, please visit www.hccs.edu/applying-and-paying/tuition-calculator/.

PAYING FOR COLLEGE

For payment of tuition and fees, HCC accepts; cash, check, e-check or credit/debit cards (MasterCard®, Visa®, Discover® or American Express®). Payments with foreign credit cards are not accepted.

Online payment from outside the United States can be made with foreign currency through the "International Fund Transfer" payment option.

ADDITIONAL OPTIONS FOR PAYMENT

1. Financial Aid

If you need financial assistance, please visit the Coleman Financial Aid office or visit www.hccs.edu/applying-and-paying/financial-aid/.



ADMISSION GUIDE

Bachelor of Applied Science (BAS),
Healthcare Management

2. Scholarships

In addition to federal and state aid, scholarships are a great way to offset all or part of the cost of your education. For more information, please visit www.hccs.edu/applying-and-paying/financial-aid/scholarships/.

3. Installment Payment Plan

If you need assistance setting up a payment plan, please visit the business office at HCC Coleman or, for more information, visit www.hccs.edu/applying-and-paying/student-financial-services/.

EMPLOYMENT OUTLOOK

Medical and health services managers may manage an entire facility, a specific clinical area or department, or a medical practice for a group of physicians and are responsible for planning, directing and coordinating services. Employment opportunities may be found in medical offices, clinics, hospitals, nursing homes and group medical practices.

The median annual wage for medical and health services managers is approximately \$101,532* with the Houston area labor market expecting approximately 1,067* annual employment openings.

**Source: HCC Career Coach – Medical and Health Services Managers as of 4/6/2023*

QUESTIONS

For further assistance on program admission requirements or application process, email coleman.advising@hccs.edu.



DEGREE PLAN

| Healthcare Management, Bachelor of Applied Science (BAS) | | | | | | | | |
|--|--------|---|-------------|----------------|----------------|---------|----------|------------|
| YEAR 1 (1st Semester) | | | | | | | | |
| Prefix | Number | Course Name | Course Type | Weekly Lec Hrs | Weekly Lab Hrs | Ext Hrs | Cont Hrs | Credit Hrs |
| BIOL | 2301 | Anatomy & Physiology I | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| ENGL | 1301 | Composition I | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| EDUC | 1300 | Learning Framework | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| XXXX | 43# | Program Elective | WECM | 2 | 3 | 0 | 80 | 3 |
| MATH | 1314 | College Algebra | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| Year 1, 1st Semester Totals | | | | 14 | 3 | 0 | 272 | 15 |
| YEAR 1 (2nd Semester) | | | | | | | | |
| Prefix | Number | Course Name | Course Type | Weekly Lec Hrs | Weekly Lab Hrs | Ext Hrs | Cont Hrs | Credit Hrs |
| ENGL | 1302 | Composition II OR | | | | | | |
| ENGL | 2311 | Technical Writing | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| BIOL | 2302 | Anatomy & Physiology II | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| XXXX | 42# | Program Elective | WECM | 2 | 0 | 0 | 32 | 2 |
| XXXX | 42# | Program Elective | WECM | 2 | 0 | 0 | 32 | 2 |
| XXXX | 43# | Program Elective | WECM | 2 | 3 | 0 | 80 | 3 |
| XXXX | 42# | Program Elective | WECM | 2 | 1 | 0 | 48 | 2 |
| Year 1, 2nd Semester Totals | | | | 14 | 4 | 0 | 288 | 15 |
| YEAR 1 Totals | | | | 28 | 7 | 0 | 560 | 30 |
| YEAR 2 (1st Semester) | | | | | | | | |
| Prefix | Number | Course Name | Course Type | Weekly Lec Hrs | Weekly Lab Hrs | Ext Hrs | Cont Hrs | Credit Hrs |
| XXXX | 43# | Language Philosophy & Culture | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| XXXX | 43# | Program Elective | WECM | 3 | 0 | 16 | 256 | 3 |
| XXXX | 42# | Program Elective | WECM | 2 | 0 | 0 | 32 | 2 |
| XXXX | 42# | Program Elective | WECM | 2 | 0 | 0 | 32 | 2 |
| XXXX | 42# | Program Elective | WECM | 2 | 0 | 0 | 32 | 2 |
| XXXX | 42# | Program Elective | WECM | 3 | 1 | 0 | 64 | 3 |
| Year 2, 1st Semester Totals | | | | 15 | 1 | 16 | 464 | 15 |
| YEAR 2 (2nd Semester) | | | | | | | | |
| Prefix | Number | Course Name | Course Type | Weekly Lec Hrs | Weekly Lab Hrs | Ext Hrs | Cont Hrs | Credit Hrs |
| XXXX | 43# | Program Elective | WECM | 0 | 0 | 16 | 256 | 3 |
| XXXX | 43# | Program Elective | WECM | 3 | 1 | 0 | 64 | 3 |
| XXXX | 43# | Program Elective | WECM | 3 | 1 | 0 | 64 | 3 |
| XXXX | 42# | Program Elective | WECM | 0 | 0 | 8 | 128 | 2 |
| XXXX | 42# | Program Elective | WECM | 1 | 4 | 0 | 80 | 2 |
| XXXX | 42# | Program Elective | WECM | 2 | 1 | 0 | 48 | 2 |
| Year 2, 2nd Semester Totals | | | | 9 | 7 | 24 | 640 | 15 |
| YEAR 2 Totals | | | | 24 | 8 | 40 | 1104 | 30 |
| YEAR 3 (1st Semester) | | | | | | | | |
| Prefix | Number | Course Name | Course Type | Weekly Lec Hrs | Weekly Lab Hrs | Ext Hrs | Cont Hrs | Credit Hrs |
| MHSM | 3302 | *Health Care Delivery in the U.S. | UDCM | 3 | 0 | 0 | 48 | 3 |
| MHSM | 3310 | *Legal Issues in Health Care | UDCM | 3 | 0 | 0 | 48 | 3 |
| ACCT | 2301 | Principles of Financial Accounting | WECM | 3 | 0 | 0 | 48 | 3 |
| MHSM | 3340 | *Evidence Based Practice | UDCM | 3 | 0 | 0 | 48 | 3 |
| HIST | 43# | American History elective | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| Year 3, 1st Semester Totals | | | | 15 | 0 | 0 | 240 | 15 |
| YEAR 3 (2nd Semester) | | | | | | | | |
| Prefix | Number | Course Name | Course Type | Weekly Lec Hrs | Weekly Lab Hrs | Ext Hrs | Cont Hrs | Credit Hrs |
| MHSM | 3335 | *Financial Management for Health Care | UDCM | 3 | 0 | 0 | 48 | 3 |
| MHSM | 3311 | *Health Care Information | UDCM | 3 | 0 | 0 | 48 | 3 |
| XXXX | 43# | Social & Behavioral Science | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| MHSM | 3301 | Long Term Care Administration | UDCM | 3 | 0 | 0 | 48 | 3 |
| HIST | 43# | American History elective | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| Year 3, 2nd Semester Totals | | | | 15 | 0 | 0 | 240 | 15 |
| YEAR 3 Totals | | | | 30 | 0 | 0 | 480 | 30 |
| YEAR 4 (1st Semester) | | | | | | | | |
| Prefix | Number | Course Name | Course Type | Weekly Lec Hrs | Weekly Lab Hrs | Ext Hrs | Cont Hrs | Credit Hrs |
| MHSM | 4204 | *Risk Management in Health Care | UDCM | 3 | 0 | 0 | 48 | 2 |
| MHSM | 4351 | *Public and Community Health Management | UDCM | 3 | 0 | 0 | 48 | 3 |
| GOVT | 2305 | Federal Government | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| MHSM | 4310 | *Human Resources in Health Care Management | UDCM | 3 | 0 | 0 | 48 | 3 |
| XXXX | 43# | Component Area Option | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| Year 4, 1st Semester Totals | | | | 15 | 0 | 0 | 240 | 14 |
| YEAR 4 (2nd Semester) | | | | | | | | |
| Prefix | Number | Course Name | Course Type | Weekly Lec Hrs | Weekly Lab Hrs | Ext Hrs | Cont Hrs | Credit Hrs |
| MHSM | 4353 | *Healthcare Operations | UDCM | 3 | 0 | 0 | 48 | 3 |
| MHSM | 4354 | *Strategic Planning & Leadership in Health Care | UDCM | 3 | 0 | 0 | 48 | 3 |
| MHSM | 4470 | *Healthcare Services Management (Capstone) | Tech. LN | 3 | 0 | 0 | 48 | 4 |
| GOVT | 2306 | Texas Government | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| XXXX | 43# | Creative Arts elective | Ac. Core | 3 | 0 | 0 | 48 | 3 |
| Year 4, 2nd Semester Totals | | | | 15 | 0 | 0 | 240 | 16 |
| YEAR 4 Totals | | | | 30 | 0 | 0 | 480 | 30 |
| Bachelors Degree TOTAL | | | | 112 | 15 | 40 | 2624 | 120 |