

(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 (	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.

• 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 <u>www.applytexas.org/</u>. 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 <u>www.fafsa.gov</u>.
- Free Application for Texas Application for State Financial Aid (TASFA) at <u>www.hccs.edu/tasfa</u>.

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

#### 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: <a href="https://www.hccs.edu/virtual-lobby">www.hccs.edu/virtual-lobby</a>.



#### 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 <u>here</u>.\* If you have questions regarding the delivery of program information sessions, please call 713.718.8070 or email <u>co.healthcaremgmt@hccs.edu</u>.

\*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 <u>admissions@hccs.edu</u>.
- 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 <u>Foreign transcript/Foreign Credit Evaluators</u>. The official evaluation report must be submitted to HCC.

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





**Veteran students:** Individuals who plan to use Veteran/Military Affiliated benefits should contact the Office Veteran and Military Affiliated Student Success at <a href="https://www.hccs.edu/support-services/veteran-affairs/contact---vmass/">https://www.hccs.edu/support-services/veteran-affairs/contact---vmass/</a> 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 <u>Transcript(s)</u>.

## 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 <u>www.hccs.edu/applying-and-paying/tuition-calculator/</u>.

## PAYING FOR COLLEGE

For payment of tuition and fees, HCC accepts; cash, check, e-check or credit/debit cards (MasterCard<sup>®</sup>, Visa<sup>®</sup>, Discover<sup>®</sup> or American Express<sup>®</sup>). 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/.





#### 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 <u>www.hccs.edu/applying-and-paying/financial-aid/scholarships/</u>.

#### 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 <u>www.hccs.edu/applying-and-paying/student-financial-services/</u>.

### **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, Bach		lied Scien	ce (BAS)			
	-	YEAR 1 (1 st 5 Course Name	course	Weekly	Meekle	Ext	Cont	Cred
Prefix	Number	course name	Type	Lec Hrs		Hrs	Hrs	Hrs
BIOL	2301	Anatomy & Physiology I	Ac. Core	3	1 fi	0	48	3
				-		-		_
ENGL	1301	Composition I	Ac. Core	3	0	Ð	48	3
EDUC	1300	Learning Framework	Ac. Core	3	0	0	48	3
XXXX	#3##	Program Elective	WECM	2	3	0	80	3
MATH	1314	College Algebra	Ac. Core	3	0	0	48	3
		fear 1, 1st Semester Totals		14	3	0	272	15
	r	YEAR 1 (2nd : Course Name	Course	Maakh	Weekly	Ext	Cont	Cred
Prefix	Number	course name	Туре	LecHrs		Hrs	Hrs	Hrs
ENGL	1302	Composition II OR	TANE	Lecins	Laums	10.5	10.5	111.5
ENGL	2311	Technical Writing	Ac. Core	3	0	Ð	48	3
BIOL		Anatomy & Physiology II		-	0	0	48	3
	2302		Ac. Core	3	-			-
XXXX	#2##	Program Elective	WECM	2	0	0	32	2
XXXX	#2##	Program Elective	WECM	2	0	Ð	32	2
XXXX	#3##	Program Elective	WECM	2	3	Ð	80	3
XXXX	#2##	Program Elective	WECM	2	1	0	48	2
	1	ear 1, 2 nd Semester Totals		14	4	0	288	15
		YEAR 1 Totals		28	7	0	560	30
		YEAR 2 (1 st 5	emester)					
		Course Name	Course	Weekly	Weekly	Ext	Cont	Cred
Prefix	Number		Туре	Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
XXXX	#3##	Language Philosophy & Culture	Ac. Core	3	0	Ð	48	3
XXXX	#3##	Program Elective	WECM	3	0	16	256	3
XXXX	#2##	Program Elective	WECM	2	0	Ð	32	2
XXXX	#2##	Program Elective	WECM	2	0	Ð	32	2
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XXXX	#3##	Program Elective	WECM	3	1	0	64	3
XXXX	#3##	Program Elective	WECM	3	1	Ð	64	3
XXXX	#2##	Program Elective	WECM	0	0	8	128	2
XXXX	#2##	Program Elective	WECM	1	4	0	80	2
XXXX	#2##	Program Elective	WECM	2	1	Ð	48	2
	١	ear 2, 2 nd Semester Totals		9	7	24	640	15
		YEAR 2 Totals		24	8	40	1104	30
		YEAR 3 (1st S	Semester)					
Prefix	Number	Course Name	Course	Weekly	Weekly	Ext	Cont	Cred
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		Strandah Gran Baltana tash ata S						
MH5M	3302	*Health Care Delivery in the U.S.	UDCM	3	0	0	48	3
MHSM	3302 3310	*Legal Issues in Health Care	UDCM	3	0	0	48	3
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MHSM	3310	*Legal Issues in Health Care	UDCM	3	0	0	48	3
MHSM ACCT MHSM	3310 2301	*Legal Issues in Health Care Principles of Financial Accounting *Evidence Based Practice	UDCM WECM UDCM	3 3 3	0 0 0 0	0 0 0	48 48	3
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MHSM ACCT MHSM	3310 2301 3340 #3##	<sup>4</sup> Legal Issues in Health Care Principles of Financial Accounting <sup>4</sup> Evidence Based Practice American History elective fear 3, 1st Semester Totals	UDCM WECM UDCM Ac. Core	3 3 3	0 0 0 0	0 0 0	48 48 48	3 3 3 3 3
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MHSM ACCT MHSM HIST Prefix MHSM XXXX	3310 2301 3340 #3## Number 3335 3311 #3##	*Legal issues in Health Care           Principles of Financial Accounting           *Evidence 8 sed Practice           American History elective           Kara 2, 1st Semester Totals           YEAR 3 (2nd:           Course Name           *Financial Management for Health           Care           *Health Care Information           Social & Behavioral Science	UDCM WECM UDCM Ac. Core Seme ster) Course Type UDCM UDCM Ac. Core	3 3 3 3 15 Weekly LecHrs 3 3 3 3	0 0 0 0 Weekly Lab Hrs 0 0	0 0 0 0 0 Ext Hrs 0 0 0	48 48 48 48 240 Cont Hrs 48 48 48	3 3 3 15 Crec Hrs 3 3 3
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