



**TYLER JUNIOR COLLEGE
HEALTHCARE ADMINISTRATION,
BACHELOR OF APPLIED TECHNOLOGY
PROGRAM APPLICATION**

TYLER JUNIOR COLLEGE

HEALTHCARE ADMINISTRATION, BAT PROGRAM



Introduction

Thank you for your interest in the Bachelor of Applied Technology (BAT) in Healthcare Administration at Tyler Junior College. This program is a Selective Admissions Program, and a formal application is required to be accepted into the program.

Are you looking to develop your healthcare administration and leadership skills and have an associate degree in a healthcare-related field? If so, then our BAT program might be the perfect fit for you. This degree program will provide you with the next steps in developing an educational foundation in the complexities of the modern healthcare system, prepare you for growth and success in your existing healthcare career, or provide an edge for gaining entry into one of the nation's fastest-growing professions.

The undergraduate degree program features courses that are foundational and give an overview of the healthcare system. As an undergraduate in this major, you will study health law and leadership, get an overview of the healthcare system in the United States, understand quality control and the need for cost containment and other issues related to the profession.

Thank you for considering the TJC Healthcare Administration bachelor's degree program to begin your journey as a healthcare professional.

We are a selective admissions program, which means enrollment in the program is limited. To be considered for placement into the Healthcare Administration bachelor's program, you will need to submit a separate admissions application. This document outlines the admission requirements of the program and will guide you through the admission process, helping you successfully prepare your application. It is your responsibility to ensure that you meet all admission requirements and submit a complete application that includes any supporting documents. We're here to help you throughout this process so you can achieve your goal of getting your degree in healthcare.

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Program Information

The Bachelor of Applied Technology degree in Healthcare Administration will prepare graduates for entry to mid-level management positions in a healthcare or medical facility. Graduates of this program will provide valuable expertise in the area of healthcare systems management, finance, medical staff roles and responsibilities, reimbursement mechanisms, the electronic medical record, privacy and legal issues related to the healthcare industry. The program model is a skills-based degree, with emphasis placed on instruction, assessment and student demonstration of the required knowledge and skills necessary for workplace success, as defined by local, regional and national healthcare standards. It is delivered in a format to meet the need of the working professional.

Designed for adults who juggle work and family, the TJC School of Professional and Technical programs offers its Healthcare Administration, Bachelor of Applied Technology accelerated degree in flexible, five-week sessions. This allows you to complete your upper-division courses in Healthcare Administration in as little as one-and-a-half years while only attending one night a week. Core general education classes required for our accelerated bachelor's degree program are available online, and in the evening or weekends, allowing you to finish on your own schedule.

Accelerated Format

Upper-division Healthcare Administration courses are offered one night a week, from 5:30 p.m. to 9:30 p.m. Coursework is completed both online and in a seminar-style classroom setting. This format allows you to maintain a job and family life, and still successfully pursue your degree.

Classroom Instruction

Interact with tenured faculty and seasoned healthcare professionals in a structured, face-to-face learning environment. The classroom allows for high-level discussions, bringing theory and application together while connecting to your professional experiences.

Community Connections

TJC has a reputable history of delivering high quality education in the East Texas community for more than 94 years. Our strong partnerships with local healthcare organizations provide you with extensive networking opportunities.

Healthcare Administration, BAT Program Admission Requirements

Applicants are eligible for admission to the program if they have earned an associate degree in a healthcare or business program.

Applicants with prior college-level coursework or an AAS, AA or AS degree which is non-healthcare-related or those without the required associate degree should contact the department chair for additional admission information for the degree program.

Email the BAT selective admission application to the department chair: becky.western@tjc.edu.

BAT Program Admission Requirements

- Associate degree in Healthcare Administration (AAS), Medical Office Management (AAS), Health Information Technology (AAS) or Business Management (AAS).
- Please consult with academic advisor or department chair if you have an associate degree in

another field or other related healthcare field.

- Must have earned a cumulative Grade Point Average (GPA) of 2.5 or higher in associate degree.

If you meet the requirements as stated above, the steps to apply are as follows:

- Apply for admission to TJC. You must be accepted as a student at TJC before you can apply to the Healthcare Administration program. Your application for admission to TJC can be completed and submitted online at www.tjc.edu/apply. Admission to TJC does not guarantee admission into the Healthcare Administration program. The number of students admitted into the Healthcare Administration program is limited and you must submit a separate application to be considered.
- You must submit an official transcript from each college you have attended, even if you have courses in progress or the completed coursework is not required for the Healthcare Administration degree plan. All transcripts must be received in the TJC Registrar's Office by the last day of the admission period.
- When you submit a transcript, you must:
 - Submit an official transcript
 - Submit the transcript to the TJC Registrar's Office
 - Submit a transcript with the most recent semester of coursework
 - Complete the online Transcript Evaluation Request form

For more information, go to TJC.edu/transcripts. If a college submits transcripts electronically, contact the TJC Registrar's office at 903-510-2400 to verify that TJC is able to accept the electronic version. It is your responsibility to make sure transcript(s) are received by the deadline.

Selective Admission Application for the BAT Program

- Complete and submit a selective admission application for the BAT program.
 - Complete the attached application.
 - Email the BAT selective admission application to department chair Becky Western at Becky.Western@TJC.edu.

Program Costs

Check out the TJC website for a tuition and fees calculator.

Students with disabilities may be eligible for accommodations. Prior to the start of the program, students may contact the ADA Student Coordinator in Support Services in Rogers Student Center or call 903-510-2395 for an appointment.

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HEALTHCARE ADMINISTRATION, BAT PROGRAM

Courses

Healthcare Administration BAT - 120 Hours

Prior to Admission to BAT Program - 60 Hours

Degree	Hours Required	Program Description
AAS	60	Healthcare Administration AAS or another healthcare-related AAS or Business Management AAs degree.

In addition to upper-division courses, you are required to complete 44 credit hours from the TJC Core Curriculum. We will accept prior coursework from your associate degree toward core requirements, and we will work with you to develop an individual plan to complete remaining core coursework. Remaining free electives to equal 120 semester credit hours will be applied from your associate degree.

TJC General Education Core Curriculum*

Rubric	Number	Required Courses - 22 Hours
ENGL	1301	Composition I
SPCH	X3XX	Communication Core: SPCH 1315 or SPCH 1321
MATH	X3XX	Mathematics Core
XXXX	X4XX	Life & Physical Science Core
XXXX	X4XX	Life & Physical Science Core
XXXX	X3XX	Creative Arts Core
XXXX	X3XX	United States History I
HIST	1301	American History Core: HIST 1302 or HIST 2301
GOVT	2305	Federal Government
GOVT	2306	Texas Government
XXXX	X3XX	Social and Behavioral Science Core
EDUC	1300	Learning Frameworks (Component Area Option Core)
ENGL	XX3X	Component Area Option Core: ENGL 1302 or ENGL 2311

*Courses available online and face-to-face format during the day and evening.

Healthcare Administration Upper-Division Courses

Course Number	Hours Required	Required Courses - 38 Hours*
HTMS 3300	3	Legal Aspects of Healthcare Management The purpose of this course is to develop and apply aspects of critical thinking skills to everyday situations in healthcare. In this course, the student will be given case studies in ethical principles, legal issues and ethical standards in the health service delivery system.
HTMS 3301	3	Introduction to Healthcare Systems This course has been designed to provide the student with a historical perspective of the U.S. healthcare system, its evolution over time and an analysis of the current trends. Students will study the various methods of healthcare delivery and organization seen in this country as well as the current social and economic forces we see today and in the future.
HTMS 3302	3	Quality Assurance and Risk Management This course addresses risk management in healthcare. Topics will include ways to identify and evaluate risks as a means to reduce injury to patients, staff members and visitors within an organization.
HTMS 3304	3	Strategic Talent Management for Medical Systems To strategically manage the talent and performance of an organization and implement proven strategies, tools and processes to help manage talent and performance.
HTMS 3305	3	Employment Law in Healthcare Management This course is an overview of various laws and regulations that determine the rights and obligations of employees and employers. Topics covered include the nature of the employment relationship and common law principles, prohibitions against discrimination on the basis of certain protected characteristics such as race and gender, wage and hour law, the Family Medical Leave Act, the National Labor Relations Act and other similar areas of labor and employment law.
HTMS 3410	4	Healthcare Finance & Administrative Management This course is the study of healthcare financial management. Students will be introduced to the theory, concepts and tools necessary to make financial decisions in a healthcare environment.

Healthcare Administration Upper-Division Courses Cont.

Course Number	Hours Required	Required Courses - 38 Hours*
HTMS 4300	3	Global Health Systems This course is an introduction to understanding the current status and challenges of global health. Students will look at some of today's most critical global health concerns and the importance of their impact on the world and their local environment.
HTMS 4302	3	Healthcare Statistics and Data Analysis This course covers the fundamentals of statistics with a strong emphasis on practical application in health administration using Excel.
HTMS 4303	3	Healthcare Technology and Medical Systems Residency This class is taken in the final semester of the program. Students will participate in healthcare facility rotations for selected departments, culminating in a major project designed to include the knowledge and competencies they have acquired during the rotation assignments.
HTMS 4304	3	Seminar in Healthcare Administration The purpose of this course is for students to research, analyze and present on selected areas of current administration and management issues in healthcare. Examples would be organizational/individual time management, total quality management, MACRA/MIPS and other current issues facing healthcare management.
HTMS 4306	3	Comprehensive Program Review An academic culmination of coursework that draws on all courses and job experience to demonstrate their competency via a comprehensive examination through HTMS courses. The exam will be administered at the conclusion of the course.
HTMS 4401	4	Introduction to Healthcare Informatics This course covers the resources and methods for the management of health information. Students will be introduced to the electronics and information technology used in patient care and the trends for the future as the demands and use of technology increase.

*Courses delivered in 5-week hybrid format

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Admissions Application

Application must be filled out completely. Applicants must have applied and been accepted as a TJC student to continue. Complete program information is available at tjc.edu/htms.

Applicant Name: _____ A#: _____

Student Information

Home Phone: _____ Cell Phone: _____ Work Phone: _____

TJC Email Address: _____

Personal Email Address: _____

Address (Street/Apt): _____

(City/State/Zip): _____ County: _____

Are you a U.S. citizen? ☐ Yes ☐ No

Emergency Contact: _____ City: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Have you previously attended Tyler Junior College? ☐ Yes ☐ No

If so, when? _____

Have you been registered in schools or colleges under a different name? ☐ Yes ☐ No

If yes, please list name(s): _____

Do you have an associate degree? ☐ Yes ☐ No

Please list the school that awarded your associate degree: _____

Please list the type of degree (AA, AS, AAS, AAA): _____

Please list field of study: _____

Program Requirements

The following are requirements for the program that must be met by the beginning of class:

- Associate degree in Healthcare Administration (AAS), Medical Office Management (AAS), Health Information Technology (AAS) or Business Management (AAS).
- Please consult with academic advisor or department chair if you have an associate degree in another field or other related healthcare field.
- Must have earned a cumulative Grade Point Average (GPA) of 2.5 or higher in associate degree.
- If you meet the requirements as stated above, the steps to apply are as follows:
 - Apply for admissions to TJC.
 - <https://www.tjc.edu/admissions>

I have read, understand and agree to all requirements upon acceptance into the Healthcare Administration program.

Student Signature: _____ Date: _____