



**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 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.

# TYLER JUNIOR COLLEGE

## HEALTHCARE ADMINISTRATION, BAT PROGRAM

### 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 Nursing and Health Sciences offers its Healthcare Administration, Bachelor of Applied Technology accelerated degree in flexible, five-week sessions.

### Accelerated Format

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

### Synchronous Learning

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

### Healthcare Administration, BAT Program Admission Requirements

- Associate degree in Healthcare Administration (AAS), Medical Office Management (AAS), Health Information Technology (AAS), Business Management (AAS), or other healthcare-related degree.
- Must have earned a cumulative Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale.
- Associate degrees in an unrelated field may qualify based on transcript review and/or completing leveling coursework.
- For students meeting the above criteria, additional success factors may be considered.

| Student Success Criteria  | Points |
|---|--------|
| - Texas General Education Core Complete   | 5      |
| - Currently Employed in HC Industry > 1 year                                    | 2      |
| - Previous Employment in HC Industry (more than 1 year within the last 4 years) | 1      |
| - Academic Excellence*  |        |
| - ENGL 1302 or equivalent component area option core course                     |        |
| - Business Math or equivalent mathematics core course                           |        |
| - Social and Behavioral Science core course                                     |        |

\*Three (3) for an "A", Two (2) for a "B" and One (1) for a "C" in the following courses:



**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 **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](mailto:becky.western@TJC.edu).

## **Program Costs**

Check out the TJC website for a tuition and fees calculator **TJC.edu/Tuition**

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.



# TYLER JUNIOR COLLEGE

## 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              | <b>Legal Aspects of Healthcare Management</b><br>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              | <b>Introduction to Healthcare Systems</b><br>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              | <b>Quality Assurance and Risk Management</b><br>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 3303     | 3              | <b>Healthcare Revenue Cycle Management</b><br>Revenue cycle management is the set of financial and operational processes, that tracks patient care episodes from scheduling and registration to final payment of a balance. The students will be introduced to various health insurance claim forms and will explore a range of tools and resources needed to optimize the revenue cycle. Students will also learn how to effectively communicate to patients and provide exceptional customer service. |
| HTMS 3305     | 3              | <b>Employment Law in Healthcare Management</b><br>A study of various laws and regulations that determine the rights and obligations of employees and employers. Topics include the nature of the employment relationship and common law principles, prohibited discriminatory employment practices and other labor, and other labor and employment laws.  |
| HTMS 3410     | 4              | <b>Healthcare Finance &amp; Administrative Management</b><br>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

| Course Number | Hours Required | Required Courses - 38 Hours*  |
|---------------|----------------|---|
| HTMS 4300     | 3              | <b>Global Health Systems</b><br>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 4401     | 4              | <b>Introduction to Healthcare Informatics</b><br>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.   |
| HTMS 4302     | 3              | <b>Healthcare Statistics and Data Analysis</b><br>This course covers the fundamentals of statistics with a strong emphasis on practical application in health administration using Excel.   |
| HTMS 4304     | 3              | <b>Seminar in Healthcare Administration</b><br>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              | <b>Comprehensive Program Review</b><br>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 4301     | 3              | <b>Healthcare Administration Capstone Course</b><br>The purpose of this course is to prepare students to meet the challenges they will face in leadership, project management, and other roles of accountability and responsibility in the professional healthcare world. This course will be considered the "culminating experience" of the HTMS program. In the course of completing a capstone project, students will explore and refine their leadership strengths, and interpersonal skills. |

\*Courses delivered in 5-week live online format



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## HEALTHCARE ADMINISTRATION BAT PROGRAM

### 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](http://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.
  - [TJC.edu/Admissions](http://TJC.edu/Admissions)

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date