



STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
PROFICIENCY REQUIREMENT								
MATH 099	Intermediate Algebra	N/A						
Proficient use of Microsoft Word, Excel, and PowerPoint								
PREREQUISITE REQUIREMENTS								
	Associate degree in business-related or healthcare-related field, or equivalent credits	55						
	Science Must include one lab course and at least one lab science course	10						
	ENGL& 101 English Composition I	5						
	Writing Technical Writing or Research Writing	5						
	College Level Math MATH 130 Statistics, or equivalent	5						
	Humanities From AAS-DTA transfer list	5						
	Social Science From AAS-DTA transfer list	5						
<i>Either Humanities or Social Science must be a communication course</i>								
CORE COURSES								
BUS 370	Intermediate Project Management (5 Cr) or	5						
HCTM 375	Healthcare Informatics Project Management (5 Cr)							
CMST 330	Intercultural Health Communication	5						
ECON 315	Economics of Healthcare	5						
HCTM 301	US Healthcare Policies and Delivery Systems	5						
HCTM 310	Essentials of Healthcare Informatics	5						
HCTM 380	Healthcare Code Sets and Clinical Terminologies	5						
HCML 320	Finance and Accounting for Healthcare Managers	5						
HCML 325	Organizational Theory and Behavior in Healthcare	5						
HCML 340	Human Resources Management in Healthcare	5						
HCML 350	Legal and Regulatory Aspects of Healthcare	5						
HCML 401	Marketing in Healthcare Environment	5						
HCML 411	Institutional Quality Management & Accreditation	5						
HCML 440	New Business Planning for Healthcare	5						
HCML 460	Management and Leadership in Healthcare	5						
PHIL 365	Biomedical Ethics: Theory and Practice	5						
	<i>Choose 5 credits from the following: (pathway-specific)</i>	5						
BUS 101	Introduction to Business (5 Cr) for students with healthcare related background							
AHE 110	Medical Terminology (5 Cr) for students with business background							
	<i>Choose one combination from the following:</i>	5						
HCML 465	Capstone Proposal (1 Cr) and							
HCML 475	Capstone Project (4 Cr)							
HCML 466	Field Studies Orientation (1 Cr) and							
HCML 476	Capstone Project (4 Cr)							
<i>See the next page for the list of electives</i>								

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ELECTIVE COURSES		5						
Choose 5 credits from the following:								
HCML 399	Independent Study (1-5 Cr)							
HCML 494/5/6/7	Special Topics (1-5 Cr)							
HCTM 410	Healthcare Clinical Systems Analysis (5 Cr)							
HCTM 494/5/6/7	Healthcare Informatics Special Topics (1-5 Cr)							
RAIT 490	Information and Imaging Management (3 Cr)							
CONCENTRATION TOTAL		90						
GRAND TOTAL		180						

The Bachelor of Applied Science (BAS) in Healthcare Management and Leadership, General Concentration in Healthcare Management, is a career-oriented bachelor's degree program developed specifically to meet the career advancement needs of individuals with business and/or healthcare preparation and experience. It is designed to prepare individuals to successfully compete for jobs that require knowledge of the healthcare system and supervisory or management skills.

The first 90 credits of the degree are fulfilled by entrance prerequisites. The second half of the degree program offers a professionally relevant curriculum that helps students achieve their goals.

LEARNING OUTCOMES

Degree recipients should possess the following skills and abilities:

- Manage, analyze, and present healthcare data for effective decision-making in support of wide array of healthcare practices such as meaningful use initiatives, patient safety studies, and revenue cycle management
- Serve as liaison between technical and clinical functions to support users, including training and documenting the use of new technologies
- Complete a capstone project that demonstrates the breadth and depth of the educational preparation
- Demonstrate a commitment to continued competency through life-long learning

PROGRAM ELIGIBILITY

Individuals must have:

- Associate degree in business-related or healthcare-related field, or equivalent credits
- Basic computer skills, including basic PC file management, Internet navigation, and use of MS Office products
- Demonstrated completion from a regionally accredited college of the following courses, or their equivalent, with a grade point average of 2.5 or better:
 - Intermediate algebra (or assessment into a higher level course)
 - College Level Math: Statistics
 - Science: one lab course and at least one life sciences course
 - College level English composition and technical//or research writing course
 - Natural Science: two courses must include at least one lab course and at least one life sciences course
 - Communication (may fulfill humanities or social science requirement: check with an advisor)
 - Humanities course
 - Social sciences course

DEGREE REQUIREMENTS

In addition to eligibility requirements, students must achieve the following:

- Completion of 90 quarter credits in the general program and concentration requirements, with a grade of "C", or better
- A minimum cumulative GPA of 2.0 for all coursework taken at BC and the courses applies to the degree, including credits transferred from other colleges
- At least 45 quarter credits for the degree must be completed in residence at BC, of which 30 credits must be upper division

APPLICATION PROCESS

To be considered for the bachelor of applied science in Healthcare Management and Leadership program, with a general concentration in Healthcare Management, prospective students must submit the following:

- Completed general Bellevue College admission form
- Non-refundable general admission fee of \$34
- Completed bachelor of applied science application form
- Nonrefundable application fee of \$90
- Official transcripts from a regionally accredited college(s), demonstrating completion of an appropriate associate's degree or equivalent credits, and the prerequisite courses, with a GPA of 2.0 or higher
- Two letters of recommendation from someone who personally knows your work, such as your current or past supervisor, discussing your contributions to your work place and how he or she believes you will benefit from completion of the BAS program.
- Personal statement of no more than 500 words discussing your understanding of the role in your chosen field and how that fits in with your personal or professional goals. You may also discuss your work experience; your advanced certifications; specific or unique attributes that you will bring to the program; challenges or hardships you have overcome in pursuing your educational or work goals; or other special considerations that would make you a good candidate for the program.

TUITION

The Bachelor of Applied Science in Healthcare Management and Leadership is a self-support program and therefore does not necessarily follow the upper division tuition schedule published in the college catalog and quarterly schedule. Tuition includes applicable college and course fees, plus current per credit rate published online at www.bellevuecollege.edu/tuition

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/hcml