

SANTA FE COLLEGE  
Information Packet for:  
**BACHELOR OF APPLIED SCIENCE IN HEALTH SERVICES ADMINISTRATION (BAS HSA)**

**PROGRAM DESCRIPTION**

The Bachelor of Applied Science (BAS) in Health Services Administration is designed to accommodate the unique demands for entry and advancement within specific workforce sectors. The program provides degree completion opportunities for students from a variety of educational backgrounds, but primarily those with A.S. degrees or the equivalent. The program is designed to provide skills and competencies that enable graduates to function as supervisors and managers in health care settings. A health care administrator is a well-trained and skilled professional who serves in a management capacity within a hospital, health care facility, agency, or other organization that offers health care and related services.

Santa Fe College's Bachelor of Applied Science in Health Services Administration adheres to the state's common course prerequisites and curriculum framework. Most students will enter the program after completing an Associate of Science in a health-related area, but provisions have been made for applications from and enrollment by students who have completed an associate degree in other areas. Health Services Administration baccalaureate students will select electives to create a specialty within their major and will complete a capstone internship or supervised project in their final year. The internship or supervised project will serve as a summative evaluation point at which the students must demonstrate attainment of the program's learning outcomes.

All BAS degree seeking students are required to complete the same basic requirements as traditional baccalaureate students, including 36 hours of General Education, and demonstration of foreign language competence.

Due to the specialized nature of the BAS in Health Services Administration program, students are strongly encouraged to consult with an academic advisor when applying for admission. The upper division courses are taught primarily in an online environment. Some courses have hybrid sections. Some campus attendance may be necessary.

**GETTING STARTED**

Santa Fe College expects all students to acquire or have access to the computer hardware and software necessary for the program.

- Complete a SF Application for Admission or Readmission online at [www.sfcollege.edu](http://www.sfcollege.edu).
- Arrange for official transcripts from high school to be sent to the Office of Records and Admissions.
- Arrange for official transcripts from each post secondary institution attended to be sent to the Office of Records and Admissions at least one month prior to the start of the term. Unofficial transcripts may be used for initial advisement purposes.

### QUALIFYING FOR ADMISSION

In order to qualify for admission to the Bachelor of Applied Sciences in Health Services Administration, you must:

- Have a 2.5 overall GPA.
- Have earned a minimum of an Associate of Science or Associate of Arts degree from a regionally accredited educational institution.\*
- Have successfully completed the following prerequisite courses with a grade of C or higher:

ACG 2021 OR ACG 2001 & ACG 2011	Financial Accounting
ACG 2071	Managerial Accounting
CGS 1000 or 1101	Microcomputer Applications
ECO 2023	Principles of Microeconomics

\* Degrees and coursework must meet SF accreditation standards in order to be applied towards program admission criteria.

### FOREIGN LANGUAGE COMPETENCY AND GENERAL EDUCATION

Individuals who have not completed their foreign language prior to enrolling at Santa Fe College must complete eight hours (two semesters) of foreign language at college-level before finishing the BAS program.

Students may select their General Education classes from any eligible courses within Santa Fe College's approved General Education package. The BAS program requires 36 credit hours of General Education in order to meet graduation standards.

### HEALTH-RELATED SCIENCES AND TERMINOLOGY

The BAS in Health Services Administration is a degree program which focuses on issues pertinent to the management of health care systems and organizations. While not required for admission, the following health-related sciences and terminology courses are recommended as electives contributing to student success in the program: Principles of Human Anatomy and Physiology (BSC 2084/L); Human Medical Science (HSC 2531 or HIM 2472); Introduction to Health Care (HSC 1000).

### BAS IN HEALTH SERVICES ADMINISTRATION OVERVIEW OF CREDITS REQUIRED

AS degree transferred credits	
General Education	15 credit hours
Program Core	45 credit hours
<b>OR</b>	
AA degree transferred credits	Up to 60 credit hours

BAS program	
Additional General Education (AS degree holders only)	36 credit hours
Core Courses	39 credit hours
<b>Total required credit hours for program:</b>	<b>120 credit hours</b>

### HEALTH SERVICES ADMINISTRATION CORE COURSES

Core Courses	Credit Hours
ECP 3703 Managerial Economics	3
FIN 3402 Financial Management	3
GEB 3213 Professional Writing in Business	3
HSA 3110 Introduction Health Administration	3
HSA 3111 U.S. Health Care Systems	3
HSA 3191 Health Care Automation and Technology	3
HSA 4700 Fundamentals Health Research Methods	3
HSA 4853 Internship/Capstone course Part 1	1
HSA 4854 Internship/Capstone course Part 2	2
HSC 4500 Epidemiology	3
MAN 3240 Applied Organizational Behavior	3
MAN 4920 Professional Seminar	3
NSP 3885 Fundamentals of Quality Management	3
PLA 4522 Health Law	3
<b>Total Health Services Administration Discipline Required Courses</b>	<b>39</b>

### PROGRAM INTERNSHIP AND EXIT REQUIREMENTS

Students will complete a two-part internship/capstone course over two semesters as part of the exit requirements for the program. This course includes placement at an internship site approved by the program administration or the successful completion of a supervised project and additional course work.

The BAS degree in Health Services Administration will be awarded upon satisfactory completion of the College's curriculum totaling 120 credit hours. Students must earn a grade of C or better in HSA and prerequisite courses.

#### **ALSO, REMEMBER THESE POINTS:**

- Students will only be admitted to the BAS program after verification of prerequisites, previous degree, minimum GPA and testing requirements. Application to the program does not guarantee admission.
- All transcripts must be received and verified by the SF Office of Records and Admissions.

*INFORMATION IS SUBJECT TO CHANGE. IT IS THE APPLICANT'S RESPONSIBILITY TO CHECK WITH BUSINESS PROGRAMS ADVISEMENT FOR UP-TO-DATE INFORMATION.*

## SANTA FE COLLEGE OFFICES INVOLVED IN THE APPLICATION PROCESS

<p><a href="#"><u>Application to Santa Fe College</u></a> www.sfcollege.edu Welcome Center Building R-112 (352) 395-5444</p> <p><a href="#"><u>Business Programs Advisement</u></a> BAS in Health Services Administration Building C, Room 101 (352) 395-5139</p>	<p><a href="#"><u>Financial Aid Office</u></a> Building R-122 (352) 395-5480</p> <p><a href="#"><u>Career Resource Center</u></a> Building S-254 (352) 395-5824</p> <p><a href="#"><u>Veterans Affairs</u></a> Building R-101 (352) 395-5505</p>
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