

School of Business

Associate in Science in Healthcare Management (ASHM)

The Associate in Science Degree in Healthcare Management career prepares students for entry-level management positions within the healthcare industry. Students apply management, marketing, and accounting principles relative to the healthcare environment.

Upon completion of this degree, graduates will be prepared to enter employment as office management positions. The program facilitates currently employed healthcare clinicians seeking management position in the healthcare industry or desiring to enhance their management skills. Students completing this program will also be prepared to continue the pursuit in the bachelor's degree in Business Administration with Healthcare Concentration option.

Program Objectives

Upon completion of the program, the student should be able to:

1. Know the basics of the business and management,
2. Utilize quantitative and qualitative tools and methodologies to support business management and organizational decision making,
3. Gain an insight into economic, political, ethical, legal and regulatory contexts of organizational management policies,
4. Develop communication skills,
5. Assist in identifying business administration problems and opportunities and formulate an action plan,
6. Analyze the information content of organizational processes and use information technology,
7. Acquire a basic understanding of the healthcare industry.

Admission Requirements:

Students desiring admission to the Associate in Science in Healthcare Management career program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 21 semester units or the equivalent covering various academic disciplines which must include 6 units of English writing and communication, 3 units of mathematics, 6 units of natural science, 3 units of social science, and 3 units of Humanities courses including one course in History. General Education courses students are concurrently enrolled in must be completed prior to the completion of the ASHM program. The minimum G.P.A. attained must be of 2.0 or better. GE courses are offered at community/city colleges.

International Student Admission Requirements:

Unless a graduate from a US high school or foreign equivalent where English was the language of instruction evidenced by an official transcript, or a student having taken at least 2 years of education in a college program where English was the language of instruction evidenced by an official transcript, an applicant whose native language is not English must satisfy English proficiency requirement for admission to the ASHM program by scoring a TOEFL test with at least 450 PBT, 133 CBT or 45 iBT; a TOEIC of at least 480 or a IELTS of 4.

Mode of Instruction:

Options of on-campus or distance education mode is available for the choice of in-state students who reside in the state of California.



Graduation Requirements:

To receive the Associate in Science in Healthcare Management career degree, students must meet the following academic requirements:

- completed 21 units in General Education Courses
- completed 30 units in Business Core courses
- completed 9 units in Healthcare Management Scheme courses
- maintained a minimum G.P.A. of 2.0 or better

ASHM Curriculum

The ASHM curriculum includes 21 units in General Education Courses, 30 units in Business Core Courses and 9 units in Healthcare Management Scheme courses as listed below.

Business Core Courses Required: 30 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Units</u>
AT 2110	Financial Accounting	3
BU 1000	Introduction to Business Management	3
BU 1001	Business Software	3
BU 1010	Management Information System	3
BU 2000	Management Theory and Practice	3
BU 2010	Business Communication	3
BU 2400	Business Statistics	3
EC 2410	Principles of Microeconomics	3
EC 2420	Principles of Macroeconomics	3
MK 2000	Principles of Marketing	3
TOTAL		30

Healthcare Management Courses Required: 9 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Units</u>
HC 2000	Introduction to Healthcare Management	3
HC 2001	Survey of Healthcare Industry	3
HC 2100	Introduction to Health Insurance	3
TOTAL		9