



## PROFESSIONAL CERTIFICATE IN **Healthcare Management**

### Certificate Description

**This certificate provides high school graduates, professionals with limited experience or out-of-field students and professionals the opportunity to understand the significance of healthcare management in today's business environment.**

**Business & Society—BUS 105 (required)**—This survey course provides students with a general introduction to business activity and how it relates to our economic society. Students will explore how businesses are owned, organized, managed, and controlled.

**Outcomes:**

- Describe the basic environments (legal, social, economic) in which a business operates.
- Explain the basic concepts of management and recognize problems faced in operating a business enterprise.
- Identify basic concepts regarding money and banking, financial management, stock and bond markets, and risks involved in business.
- Discuss the changing factors that could influence business in the future.
- Distinguish the differences between the major forms of business organizations and be able to know and identify the characteristics of each.

**Financial Management—FINA 310 (required)**—This course examines the key components of financial decision making: valuation and risk management. Students will examine the implications of forecasting, capital budgeting, working capital management, and project risk management.

**Outcomes:**

- Examine and explain the purpose of Capital Budgeting
- Demonstrate how to make Capital Investment Decisions
- Analyze project analysis and evaluation processes
- Demonstrate how to assess mutually exclusive projects
- Analyze capital project techniques, and Cost of Capital Valuation
- Examine concepts of NPV and Cash Flow Analysis



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**Management and Leadership of Organizations—MGMT 310 (required)**—This course examines the elements of management and leadership as they apply to modern organizations. Special emphasis is placed on organizational change, role of managers, and cultural differences found in today's management environment.

**Outcomes:**

- Explain the concept of an organization and how it is changed
- Explain the role of a manager
- Outline the major theories of organizations
- Define the dimensions of an organization's culture
- Describe the techniques of managing change

**Survey of Healthcare Management—HLTH 310**—This course explores management issues in healthcare such as the environment of care, performance improvement, risk assessment, and managing diverse workforces in healthcare.

**Outcomes:**

- Assess the areas to consider when managing to reduce and control hazards and risks: prevent accidents and injuries; and maintain safe workplace conditions.
- Critique the Patient Bill of Rights
- Analyze the types of information and information systems capabilities needed by healthcare organizations.
- Evaluate the process for ensuring the number, competency, and skill mix of staff as related to the provision of needed services.
- Critically appraise the impact of technology on business and effective communication techniques.
- Evaluate situations that present potential ethical and legal issues and develop solutions for those issues.

**Ethical & Legal Issues in Healthcare—HLTH 320**—This course provides a working knowledge of law and ethics in a wide variety of healthcare topics, enabling students to deal with common legal and practical problems facing patients, their families, practitioners, caregivers, and society within the healthcare industry. Students must possess a basic knowledge of ethics and the law as it applies to their areas of responsibility.

**Outcomes:**

- Assess the generic skills in ethical and legal reasoning.
- Critique the Patient Bill of Rights.
- Appraise the key principles of healthcare law.
- Analyze ethical and legal issues within the healthcare industry.
- Evaluate impact of technology on business.
- Use effective communication techniques.
- Evaluate situations that present potential ethical and legal issues and develop solutions for those issues.



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**Healthcare Finance—HLTH 420**—This course covers an analysis and evaluation of the economic, financial and payment environment of the health care consumer, provider, institution and the different organizations found in the health care industry. These areas will be integrated to provide a complete understanding of the managed care organization's economic, financial and payment objectives to provide health services to all healthcare clients.

**Outcomes:**

- Assess the major reimbursement sources, such as Medicare, Medicaid, and commercial insurance which affect all providers.
- Critique the various reimbursement methods including prospective payment systems, cost reimbursement systems, discounted charges systems, flat-rate reimbursement systems, and capitation contracts.
- Complete exercises such as income sensitivity and breakeven analyses for providers with diverse payer mixes.
- Appraise healthcare relationships expressed in financial and economic terms
- Analyze and compare capital investment opportunities based on an understanding of the basics of capital budgeting and capital structure decisions.

**Healthcare Information Systems—HLTH 430**—This course is designed to assist healthcare students in understanding principles of analysis, design, evaluation, selection, acquisition, and utilization of information systems in the healthcare organization. Sufficient technical detail on computer hardware, software, networks, and data management is included to enable the student to become conversant with modern information technology and its use in healthcare organizations.

**Outcomes:**

- Critically discuss the history of computers technology and its use in the delivery of healthcare services.
- Analyze the categories of information systems in healthcare: clinical, operational management, strategic decision support, and e-health applications.
- Evaluate the term system and identify the three general kinds of systems found in the healthcare organization
- Assess the relative advantage of using a pointing device to enter a patient's vital signs compared to simply typing in the values using a keyboard
- Choose and critique specific examples of an operating system
- Justify the function of a master patient index.
- Assess how the development of integrated healthcare systems has affected the installation of computer networks.



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**Healthcare Resource Allocation and Policy Making—HLTH 440**—This course focuses on the impact healthcare policy has on resource allocation. Students will achieve a better understanding of the public policy formulation and modification processes in addition to an awareness of critical issues in American health policy impacting healthcare managers to balance costs, quality, and access to care in various settings.

**Outcomes:**

- Conceptualize, analyze, and resolve problems related to healthcare services delivery and finance
- Identify and apply economic, financial, legal, organizational, political, and ethical theories and practices.
- Employ appropriate quantitative and qualitative techniques to manage and allocate human, fiscal, technological, information, and other important resources.
- Establish and manage systems and processes to assess organizational performance for continuous improvement of quality, safety, and effectiveness.
- Lead in all levels of private and public healthcare policies and resource allocation and priority setting