

School of Continuing Studies

Healthcare Management Post-Baccalaureate Certificate

Requirements	Credits
HCMC 425, HC Policy, Reg. and Payments	3
HCMC 445, HC Operations, Adm. and Outcomes	3
HCMC 464, HC Legal and Ethical Aspects of HC	3
HCMC 485, HC Leadership and Strategic Management	3
Healthcare elective	3
Healthcare elective	<u>3</u>
Total Credits	18

CORE COURSES

HCMC 425 HC Policy, Regulation and Payments

Healthcare Policy, Regulation & Payment is a descriptive survey of the US healthcare system and serves as an introductory class for the Healthcare Business Certificate Program. Students will be exposed to the context in which the healthcare industry operates and will understand the key issues, policies and trends that are likely to shape the industry for the next decade. We will address the components of the system, the trends and issues facing them, how their sometimes competing interests get in the way of the efficient allocation of health resources and how their most important problems might be addressed.

HCMC 445 HC Operations, Adm. and Outcomes

This course exposes students to specific aspects of the healthcare industry and how these affect managerial actions. It is designed to educate students of the nuts-and-bolts of the modern US healthcare organization. Topics include risk management, resource planning, cost containment, record-keeping, quality assessment tools, HIPAA, privacy regulations, and accreditation standards. Students will be also exposed at a conceptual level to leading-edge technological tools and their applications.

HCMC 464 Legal and Ethical Aspects of Healthcare Management

This course covers legal and ethical principles in healthcare. Students will examine key laws, regulations and course cases affecting the delivery of healthcare and how these impact the economics and delivery healthcare. Students will also develop skills to critically analyze conflicting ethical positions. Principles will be applied to contemporary medical legal issues that managers face in healthcare settings. Issues such as confidentiality and management of healthcare information (including new HIPAA regulations); informed consent; competency; ethical considerations in resource allocation; life support and end of life decisions; research, and other issues will be viewed from the clinical and managerial perspectives. Medical codes of ethics and professional liability issues will also be covered.

HCMC 485 Leadership and Strategic Management in Healthcare

This class will serve as a capstone class for the Healthcare Business Certificate Program. Lessons from preceding classes will be put in the context of the healthcare environment and students will have the opportunity to apply their new skills to solve the problems that face modern healthcare managers.

HC CERTIFICATE ELECTIVES:

ACTG Elementary Accounting

An introduction to the principles of accounting. Topics include: recognition of revenue and expenses for income determination, proper classification of balance sheet items, and income statement and balance sheet preparation. Students learn to prepare adjusting entries, closing entries and worksheet presentations necessary for monthly financial statements. The principle and theories behind the proper accounting treatment of cash, accounts receivable, inventories, prepaid expenses, marketable.

HRDV 334 Managing Organizational Behavior

This course is an introduction to how organizations function. The student will develop abilities to diagnose and respond more flexibly in organizations they participate in and explore and reflect critically on key themes in modern organizations. Major emphasis is placed on teams, globalization and diversity, interpersonal and group communication, organizational cultures and negotiating the fit.

HRDV 333 Human Resources

This class is an introduction to organizational, legal, and psychological frameworks governing modern Human Resources Administration. This course provides an overview of the Human Resources function and the Human Resources department's role in furthering both employees and organizational goals.

HRDV 392 Employment and Labor Law

The Federal laws surrounding employment and their impact on Human Resource policies and practices are addressed in this class. These include the Equal Employment Opportunity Act, the Family and Medical Leave Act, Americans with Disabilities Act, Occupational Safety and Health Act, the National Labor Relations Act, and many others.

HRDV 370 Performance Appraisal and Productivity

This course includes developing and implementing performance appraisal systems appropriate for the organization's competitive strategy. Students are introduced to productivity-enhancing work designs such as Total Quality Management, teams, empowerment, and Business Process Reengineering.