

Move up to management.

School of Health Sciences

Certificate in Health Care Management



“This has been the best learning experience – even other managers have been asking me where I learned all the new things I have shared with them. I have just been offered and accepted a new position as Director of Medical Services at another facility here in south Texas! It is a great opportunity for me, and they really looked at my course work with Excelsior College. Thanks for everything.”

— Ruby MacDonald, RN, OCN
Director of Medical Services

Ruby MacDonald had been Manager of Oncology Nursing at Valley Baptist Medical Center in Harlingen, TX for two and a half years when she enrolled in the management certificate program at Excelsior. Almost immediately after completing the program, she was offered her new director position at Valley Regional. She went on to finish her bachelor's and is pursuing a graduate degree.

Advance your career. Become an outstanding manager.

You've proven yourself to be a dedicated health care professional, now you're ready to prove yourself as a manager. In today's challenging health care environment, knowledgeable and educated managers are highly valued and in great demand. The Excelsior College* Certificate in Health Care Management provides exactly the education all health care professionals need to excel and move up in a management career.

Our online certificate program will equip you with the administrative, supervisory, and leadership skills to excel in management. And you'll **learn from the best**. The interdisciplinary faculty are drawn from renowned colleges, universities and health care facilities across the nation. The five courses will give you the essential information and expertise you need to become an effective manager:

- **budgeting and finance**
- **human resource management**
- **ethics**
- **leadership**
- **comprehensive overview of the U.S. health care delivery system**

**formerly Regents College*

Management education for all health care professionals.

This successful program was developed by nationally recognized experts in their fields under a congressional award through the U.S. Department of Education and was initially offered through Excelsior College's School of Nursing. An innovator in health care education, Excelsior College now offers an **expanded, interdisciplinary curriculum** to serve all health care professionals – medical assistants, dental hygienists, nutritionists, x-ray technicians and others – who are looking to move up in management careers. The flexible program, part of our School of Health Sciences, is also perfect for military personnel who want to build on their military training in health care fields.

The flexibility you demand.

This certificate program is perfect for those who work shifts; perfect for anyone with a busy life. The program can be completed in as little as 14 months. Courses are offered every two months, so you can start practically any time.

The online convenience every busy working adult needs.

Excelsior College, an accredited world leader in distance education, offers this innovative certificate program exclusively online. That means you can take courses and earn your certificate at your own pace, in your own home. Each course has start and end dates and weekly assignments, but you choose when to best fit them into your schedule. With that flexibility, you *can* balance work, family and school.

Be part of an interactive learning community.

Courses are offered online, but that doesn't mean you go it alone. As an Excelsior student, you will enjoy a richness of experiences by interacting with fellow students in the learning community. The real world problems you and your team will work to solve will provide valuable experience for becoming an effective member of a health care team.

Support every step of the way.

Excelsior College provides an array of support services to meet your needs:

- **Excelsior College Book Store**
- **Academic Advisors**
- **Electronic Peer Network**
- **Financial Aid Services**
- **Technology Assistance**
- **Excelsior College Virtual Library**

Apply your credits to an Excelsior College degree.

Many of the credits earned through this certificate program can streamline your path to a valuable Excelsior College degree in health sciences or nursing. Ask our Admissions Counselors how your credits may apply to one of these degree programs:

- **Bachelor of Science in Health Sciences**
- **RN-BS in nursing**
- **RN-MS in nursing**
- **Master of Science in nursing**



You can advance your career *and* balance the demands of work, family and school with this **flexible** and **convenient online** certificate program.

Certificate in Health Care Management Courses



HSC 414 – NUR 414

Budget and Finance in Health Care Organizations

Designed to guide students through the basic financial principles and techniques used by managers in health care facilities. Focuses on the preparation and management of a capital and operating budget. Course is organized into eight modules based on the content outline, with specific assignments and assessments for each activity that take students from conceptual discussion to practice exercises. Team assignments will simulate actual work experiences. (3 credits/UG)

HSC 418 – NUR 418

Human Resource Management in Health Care Organizations

Explores the human resource function of the manager in a health care organization. Covers a wide range of topics including worker safety and security, general employment practices, staffing, organizational development and employee relations. Upon completion of the course, students will be able to implement/integrate evidence-based human resource strategies into the day-to-day management of their departments. (3 Credits/UG)

HSC 431* – NUR 431

Introduction to Health Care Delivery Systems

Provides health care professionals with a comprehensive overview of the U.S. health care delivery system and the forces that influence it. Students will explore historical influences on the U.S. health care delivery system and examine the role of government, finance and policy in the health care arena. (3 Credits/UG)

HSC 312* – PHL 312 - NUR 312

Ethics in Health Care

Guides students through a systematic analysis of contemporary ethical issues in health care. During this interdisciplinary course, students will be required to differentiate ethical issues from other types of issues; demonstrate sound moral reasoning; formulate and defend an ethical position and summarize the historical, legal and health care policy dimensions of current health care issues of ethical concern. (3 credits/UG)

HSC 438

Leadership and Change

Focuses on leadership as a facilitator of change and transformer and nurturer of organizational culture. The role of a leader is to create an ethical culture that promotes and supports a healthy work environment that enhances quality of care. Students will learn how ethics inform leadership, and how leadership transforms culture and facilitates change. (4 credits/UG)

Any of the above courses may be taken on a non-matriculated basis, as a student enrolled in the certificate program or by a degree student with advisor approval.

**Students possessing a baccalaureate degree in nursing have the option to register for graduate level nursing courses as a substitute for two of the Health Care Management courses. Please contact your advisor to discuss this option.*



For more information on the Certificate in Health Care Management and other School of Health Sciences programs, go to healthsciences.excelsior.edu.





Continue your education even further.

In addition to the Certificate in Health Care Management, the Excelsior College School of Health Sciences offers certificate programs in Health Care Informatics and End of Life Care as well as a Bachelor of Science in Health Sciences with four concentration options: Health Education, Gerontology, Management and End of Life Care.

Excelsior College is an accredited leader in distance education and the world's largest educator of nurses at a distance. Our School of Nursing offers a variety of programs including NLNAC-accredited nursing degrees at the associate, bachelor's and master's levels. It is one of only 10 nursing programs in the country designated by



the National League for Nursing as an *NLN Center of Excellence.*

Ask an Admissions Counselor how credits earned with the Certificate in Health Care Management program can count towards an Excelsior College degree.



For a complete description of Excelsior College's degree and certificate programs, go to www.excelsior.edu.

Contact us today about

enrolling in the online

Certificate Program in

Health Care Management.

Visit us online
healthsciences.excelsior.edu

Call toll free
888-647-2388

Press 2-7 at the prompt.

E-mail us
admissions@excelsior.edu



About the School of Health Sciences.

The School of Health Sciences offers flexible, online interdisciplinary programs that reflect current trends, examine innovative practices and address global perspectives to help busy professionals respond to emerging health and human services needs in a changing society.

About Excelsior College.

Excelsior College helps busy working adults earn the degrees they need with flexible distance education programs. As a world leader in distance education, we apply the college credit you have already earned to a valuable degree or program in Liberal Arts, Business, Technology, Health Sciences or Nursing – giving you the best start toward degree completion.

Located at 7 Columbia Circle • Albany, New York 12203 • 518-464-8500, Excelsior College is accredited by the Commission on Higher Education of Middle States Association of Colleges and Schools • 3624 Market Street • Philadelphia, PA 19104 • 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). The associate, baccalaureate and master's degree programs in nursing are accredited by the National League for Nursing Accrediting Commission (NLNAC) • 61 Broadway • New York, NY 10006 • 800-669-1656. The NLNAC is a specialized accrediting agency recognized by the U.S. Secretary of Education. All the College's academic programs are registered (i.e., approved) by the New York State Education Department. Excelsior College admits students of any race, color and national or ethnic origin. EX0612-11/06