



# Healthcare Leadership Certificate—Level I

The Healthcare Leadership Certification, Level I is for those individuals looking for a more powerful, positive and lasting impact in their organization, profession and/or community. Healthcare organizations are encouraging their staff to foster leadership and influence the teams they work with and within. These certificate support healthcare professionals at all stages of their careers, whether you are front line staff or a senior leader, be part of a group of healthcare professionals that are learning and growing together, in service of themselves, their teams, their profession and the world as a whole. These four courses form the foundation for the entire Healthcare Program Certificate – Levels I, II & III.

## Healthcare Leadership Certificate—Level I:

- **DCP 116 – Skills for Success** - 2 credits. \$1,895/course  
Participants learn to strengthen interpersonal relations, manage stress, and handle fast-changing workplace conditions. They become persuasive communicators, creative problem-solvers and confident, enthusiastic leaders.
- **DCP 102 – Leadership Training for Managers** - 2 credits. \$1,895/course  
Leadership development has meant different things in different times. The modern leader knows that it means developing the skills needed to motivate the modern team. Employees are not told what to do anymore. Now, you influence their choices and assist them in reaching their goals. These essential skills can be learned through a leadership development training program, which is less stressful than being forced to learn the skills on the job.
- **HCM 312 - Healthcare Administration** - 3 credits. \$1,515/course  
This course serves as an introductory course that provides the necessary foundations for better understanding of the relevant theories, tools and applications to address operational issues that healthcare managers face on a daily basis. This course will identify and explore historical, theoretical, and practical issues that pertain to the fundamental managerial challenges. The course provides the framework for understanding the roles and contribution of management in the healthcare setting, while addressing the internal and external factors that affect healthcare delivery system outcomes.
- **HCM 413 -Leadership & Direction in the Adm. of Health Services** - 3 credits. \$1,515/course  
Introduction to the basic principles of leadership and direction for students interested in supervision and management of health programs.

To enroll, request a transcript or discuss your eligibility for Tuition Assistance or the GI Bill, please contact your local representative or visit us on the web at [Concordia University Irvine School of Professional Studies](http://Concordia University Irvine School of Professional Studies).

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# Healthcare Practice Management Certificate—Level II

Physicians need certified professionals capable of understanding the newest business and regulatory issues. The HC Practice Management Certification prepares you with advanced knowledge to help improve the productivity and profitability of the office. Becoming certified will empower you to take charge of practical administrative issues and free up physicians and clinical staff to focus on quality patient care. These six courses include the foundational courses from the Level I certificate and prepare professionals for the full Healthcare Program Certificate – Levels II & III as well as the B.S. in Healthcare Management.

## Healthcare Practice Management Certificate—Level II:

- All Level I courses (DCP 116, DCP 102, HCM 312 and HCM 413).

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- HCM 416 -Human Resource Management in Healthcare - 3 credits. \$1,515/course

This course will cover the subject of human resource management in Healthcare. The course includes principles, methods and procedures used in the utilization and management of professional and allied health personnel.

- HCM 424 - Mktg and Strategic Plng for Healthcare Organizations - 3 credits. \$1,515/course

The overall goal of this course is to study the management of the marketing process, strategy formulation, strategic planning, organizing, budgeting, implementation, and performance assessment specific for Healthcare organizations. The course will provide students with an overview of the concepts of "strategic marketing and business planning." Marketing and planning tools will be discussed and their use in assisting institutions in fulfilling their mission, vision and goals and in helping to define strategies to improve market position and financial performance. Discussion within this course will incorporate ethics, social media, regulatory compliance, privacy (HIPPA) and sensitivity to all aspects of patient service and care. This is an introductory course covering the field of marketing and planning in the health services industry.

# Healthcare Management Certificate—Level III

Designed to prepare individuals in the healthcare field to become more effective managers and supervisors. Students will increase their overall understanding of management issues and concepts so they can make well-informed decisions. Earning your certification enables you to communicate with improved confidence, to guard the practice against risks, to better motivate employees and to increase revenue. Demonstrate to physicians, auditors, compliance officers, employers and business associates that you have taken steps to attain advanced knowledge and skills. These additional three courses when added to courses and skills gained in the Level I and II certificates provide professionals the full Healthcare Program Certificate and make obtaining a B.S. in Healthcare Management a reality.

## Healthcare Management Certificate—Level III:

- All Level I and II courses (DCP 116, DCP 102, HCM 312, HCM 413, HCM 416 and HCM 424).

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- DCP 104 - High Impact Presentations - 1 credit. \$1,795/course

Whether you are persuading colleagues, selling a client or energizing a team, the power of your presentation makes the difference between success and failure. The experience in this presentations skills training seminar is as close as you can get to having a personal, public speaking training coach. You present at least seven times over the course of two days. Your presentations are videotaped and evaluated plus you get expert one-on-one coaching at the end of each presentation.

- HCM 415 - Health Information Systems - 3 credits. \$1,515/course

This course examines healthcare organizations from the perspective of managing the information systems. The course considers the healthcare delivery processes and how they relate to information systems. The intent of the course is to identify the key issues confronting the management of healthcare information systems today, examine their causes, analyze legal and ethical issues and develop reasonable solutions to these issues.

- HCM 313 - Recent Trends and Issues - 3 credits. \$1,515/course

This course will examine current issues, trends, and the change necessary to improve the health system using a variety of presentations, group interactions, and discussion.