

# Healthcare Administration

## Open Enrollment Certificate Program

### Gain the skills you need

Develop managerial, supervisory and process improvement skills. Instructors with years of healthcare experience offer you direct access to the expertise you need to leap ahead in your career.

Earn the credit you deserve and work towards earning your degree. Flexible enrollment options allow you to enroll one course at a time without formal admission or application requirements.

### Healthcare Administration Certificate (16 credits)

**302 Healthcare Leadership Principles and Practice (3 credits)** Examine the principles of leadership, supervision and management within the healthcare system. Topics include problem solving, management best practices, professionalism within the industry, strategic thinking, management styles and approaches, leadership development, and opportunities for improvement and professional development.

**303 Healthcare Quality and Performance Management (2 credits)** Learn to improve organizational quality, effectiveness and performance. Topics include quality management, best practices in healthcare systems, project and program management, data analysis, quality improvement standards and benchmarks, performance improvement programs, supervision and teambuilding, regulatory requirements and external accreditation standards.

**306 Healthcare Finance (4 credits)** Fundamentals of health services financial management, with an emphasis on accounting, financial statements, finance and payment systems, cash flow analysis, risk management, budgeting and capital finance.

**307 Healthcare Strategy and Market Development (2 credits)** This course focuses on the role, function and application of strategic planning and market development in healthcare organizations.

**305 Healthcare Human Resources Management and Labor Relations (3 credits)** An overview of human resources management practices in healthcare organizations. Topics include work force planning, labor law, recruitment and retention, training and development, contract physician and nurse management, performance management, regulatory requirements, job analysis and design, and labor relations.

**304 Healthcare Information Systems and Informatics (2 credits)** Explore a managerial perspective on the effective use of data and information technology to improve performance in healthcare organizations. Topics include data collection, analysis and security, systems development and deployment, current trends in information systems, limitations of data systems, aligning information systems with organizational goals and objectives.

#### Tuition

\$425\* per unit

\$6,800\* for certificate

Early Bird discount available

\*pricing subject to change

#### Convenient

- No formal application or admission requirement
- One night a week
- Online available

#### Schedule & Registration

[redlands.edu/continuingstudies](http://redlands.edu/continuingstudies)

#### Average Completion Time

14 months

#### Information

[info-scs@redlands.edu](mailto:info-scs@redlands.edu)  
909-748-8868

#### We offer

- Relevant coursework
- Degree-applicable credit

#### Location

University of Redlands  
Riverside Regional Campus  
Central Plaza  
3610 Central Ave  
Suite 101  
Riverside, CA 92506

### About University of Redlands

The University of Redlands is a private, nonprofit university that connects students to a world of opportunity, geared toward their passions and potential. Centrally located near the beaches, mountains and desert in the heart of Southern California, the University offers more than 40 undergraduate programs, as well as 30 graduate programs in business, communication sciences and disorders, education, geographic information systems and music—blending liberal arts and professional programs, applied and theoretical study, traditional majors and self-designed curricula. In addition to an award-winning 160-acre campus in Redlands, the University includes seven regional locations, providing innovative programs at convenient places and times for working adults.