

HEALTH CARE MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

Banner Code: 3_CN_HCM

Control Number: 30256

Financial Aid Eligible

The Health Care Management program is designed for the health care practitioner who is considering climbing the health care management ladder. Healthcare is one of today's most dynamic and growing fields. It is the largest industry in the U.S., and the second largest employer, with more than 11 million jobs, presenting a wide range of management opportunities and challenges. Courses in this program will assist students in exploring the management field and provide them with the knowledge and information to pique their interest and consider upward mobility in the health care industry. This program is designed to help office, administrative, and support staff in the medical field to consider advancing to management positions. The program prepares students for transfer into bachelors programs in Health Care Administration, Business, Organizational Behavior, Management, and Leadership fields.

Program Level Student Learning Outcomes

Upon completion of this program, students will be able to:

1. Apply the principles and legal regulations of healthcare management to real world situations.
2. Effectively communicate solutions to management issues in an organizational (health care) setting, using appropriate language and tools and demonstrating understanding of management terms and concepts.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing healthcare/management environment.

Certificate Graduation Requirements

A Certificate is awarded upon completion of the required coursework with a grade of C or higher in each course. A grade of P (Pass) is acceptable, however, the student must meet an overall GPA requirement of 2.0 to receive the certificate. To receive the certificate, a student must file a petition for graduation during their final semester prior to the application deadline as noted on the Coastline Graduation webpage (<https://www.coastline.edu/student-life/graduation.php>).

Certificate of Achievement

Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training to those already employed. Certificates of Achievements are majors that include 16 units or more and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degree.

- Student must be in attendance at the time requirements are completed.
- Students must also earn a minimum of 12 units of coursework at Coastline, excluding experiential credit.

- A student with prior experience may be excused from certain certificate courses.
- 50 percent of the certificate program's units must be completed at Coastline no matter how the total number of units required for the certificate can be met.

Course	Title	Units
Required Core:		
Complete the following:		
HLTH C121 or MGMT C161	Introduction to Health Care Management	3
LAW C126	Legal Aspects of Health Care Administration	3
MS C100 or MGMT C100	Principles of Management	3
MS C101 or MGMT C101	Management and Employee Communication	3
MS C104 or MGMT C111	Human Resource Management	3
Electives		
Select nine units of the following:		
ACCT C100	Introduction to Accounting	9
ACCT C116	ACCT for Non-Financial Managers, Entrepreneurs, Business Owners	
BC C145	Medical Administrative Assistant 1	9
BIOL C102 or BIOL C221	Introduction to the Concepts of Anatomy and Physiology Introduction to Anatomy and Physiology	
BIOL C104	Medical Terminology for Health Professionals	9
BUS C100	Introduction to Business	
BUS C281 or BUS C282 or BUS C283 or BUS C284	Work Based Learning Work Based Learning Work Based Learning Work Based Learning	9
CIS C100	Introduction to Information Systems	
ECON C170	Principles of Microeconomics	9
MATH C160	Introduction to Statistics	
MS C102 or MGMT C115	Human Relations in Business Human Relations in Business	9
Total Units		