

# Post-Baccalaureate Certificate in Healthcare Administration

## About This Program

The Post-Baccalaureate Certificate in Healthcare Administration offers students diverse topics in the curriculum, research and residences to provide:

- An understanding of the modern health industry
- Knowledge, skills and abilities to assume administrative roles in various organizations in the health industry
- Opportunities to develop leadership skills
- Interactions with diverse specialists in the health industry to evaluate and resolve administrative problems

The certificate requires a total of nine semester credit hours of coursework, which can be completed in conjunction with an existing Master's or PhD degree in any field or independently as a special student.

## Competencies

1. Analytical Thinking: Upon the completion of this program, the student will develop a deeper understanding of a situation, issue, or problem by breaking it down or tracing its implications step-by-step. It includes organizing the parts of a situation, issue, or problem systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships.
2. Communication Skills 2 (Speaking & Facilitating): Upon the completion of this program, the student will develop the ability to use spoken communications in formal and informal situations to convey meaning, build shared understanding, and productively move agendas forward.
3. Performance Measurement: Upon the completion of this program, the student will develop the ability to understand and use statistical and financial metrics and methods to set goals and measure clinical as well as organizational performance; commits to and deploys evidence-based techniques.
4. Change Leadership: Upon the completion of this program, the student will develop the ability to energize stakeholders and sustain their commitment to changes in approaches, processes, and strategies.
5. Strategic Orientation: Upon the completion of this program, the student will develop the ability to consider the business, demographic, ethno-cultural, political, and regulatory implications of decisions and develop strategies that continually improve the long-term success and viability of the organization.

## Admissions Criteria

The certificate program is available to any student who has been admitted into graduate studies at UT Arlington. The student should contact the Graduate Advisor to declare the intent to earn the certificate before enrolling in courses to satisfy certificate requirements.

## CHANGE OF PROGRAM TO THE MS HEALTH CARE ADMINISTRATION

A student in the Certificate Program must apply for a change of program and meet all admission requirements to enter the MS Health Care Administration.

## Curriculum

### Foundations

HCAD 5301	HEALTH CARE ADMINISTRATION I	3
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### Specialization

Select three from the following:		9
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HCAD 5305	FINANCIAL ACCOUNTING FOR HEALTH CARE INDUSTRY
HCAD 5306	MANAGERIAL ACCOUNTING FOR HEALTH CARE INDUSTRY
HCAD 5310	HEALTH CARE LAW
HCAD 5315	STATISTICAL METHODS FOR HEALTH CARE ADMINISTRATORS
HCAD 5316	HEALTH CARE FINANCE
HCAD 5330	SERVICE MARKETING MANAGEMENT
HCAD 5333	ECONOMICS OF HEALTH
HCAD 5337	ETHICS, LEADERSHIP, AND TEAMWORK
HCAD 5340	HEALTH CARE STRATEGIC HUMAN CAPITAL
HCAD 5350	HEALTH CARE INFORMATION SYSTEMS
HCAD 5377	HEALTH CARE QUALITY ASSESSMENT

HCAD 5380	HEALTH CARE DATA ANALYTICS
HCAD 5390	STRATEGIC MANAGEMENT FOR HEALTH CARE ORGANIZATIONS
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<b>Total Hours</b>	
<b>12</b>	

## Program Completion

To receive the certificate, all courses must be completed at UT-Arlington. The cumulative grade point average must be 3.0 or higher.

## Advising Resources

Graduate program information, anticipated course offerings, student forms, and advisor contact information are available through the Office of Graduate Business Services.

### Location:

College of Business Building, Suite 107

### Email:

gradbiz@uta.edu

### Phone:

817-272-3004

### Web:

Graduate Business Advising Resources (<https://www.uta.edu/academics/schools-colleges/business/graduate-business-services/>)