

Undergraduate Certificate in Managing Health Services Programs and Projects

Improve your administrative and business skills and earn a Certificate in Managing Health Services Programs and Projects. This 18-credit program emphasizes grant and research project management.

This interdisciplinary program is designed to educate health service workers in the areas of sociology, communications, public administration, and management. Students who successfully complete their certificates may apply the credits to an undergraduate degree at the University of Pittsburgh College of General Studies (CGS).

Who should participate:

- Healthcare workers who want to improve their administrative and business skills in the healthcare field with an emphasis on grant and research project management
- Healthcare employees whose performances may be enhanced by improved communication and management skills

Upon completion of this certificate, participants will be able to:

- Manage health services projects and contracts.
- Understand the application of data and information to the health field.
- Apply organizational theory and concepts to healthcare facilities.
- Analyze factors that help or hinder communication about healthcare needs.

This certificate is applicable to positions such as health project manager, health administration director, health program director, medical office manager, and more. See an academic consultant for more details.

Admission requirements

Students must meet requirements for admission to CGS. For admissions guidelines and an application, see www.cgs.pitt.edu. A certificate application form must be completed and returned to CGS.

Fees and tuition

Current tuition rates are available at www.ir.pitt.edu/tuition. Rates will change each July for the next academic year.

Payment plans

- Discover, MasterCard, and American Express are accepted for tuition payment via the Web at <http://student-info.pitt.edu>.
- If you are employed, check with your company's human resources office to see whether you qualify for company tuition benefits.
- Optional payment plans and deferrals are available for participants who wish to extend tuition payments over a longer period of time.

Obtaining the certificate

To receive the certificate, you must fill out an application with your advisor prior to completing your last term in the program. Check with your advisor for the application filing form and deadline, and be sure all requirements for the certificate have been met. To avoid a late fee, you should complete this process when registering for the term.

Health services programs

The field of health services is one of the largest growth industries in the country. Nine out of 20 occupations projected to grow the fastest are concentrated in health services. Approximately 13 percent of salaried jobs created between 2000 and 2010 will be in health services, and most of these jobs will be available to those who have not yet completed a college degree, but who have specific education and training in key healthcare disciplines.

Additional programs offered in this field include:

- Certificate in Community Health Assessment
- Bachelor of Arts in health services

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Curriculum: 18 credits

Required courses

all courses are three credits

NUR	1829	Issues in Cross-cultural Healthcare
HRS	1017	Introduction to Epidemiology
BUSERV	1915	Introduction to Management
COMMRC	1730	Special Topics: Health Communications
PUBSRV	0040	Public Service Technologies

Electives

take a minimum of one course

PUBSRV	1315	Managing Projects and Contracts
PUBSRV	1110	Financial Management in the Public Sector
HRS	1009	Organizational Theory and Concepts in Healthcare Facilities

College of General Studies

The College of General Studies (CGS) provides adult and continuing education programs that are designed to address changing employer and student needs. The high-quality, flexible programs include degree completion, certificates, and enrichment courses. CGS provides a single point of access to the University's innovative programs and services that both enrich lives and promote the economic health of the region.

Requirements subject to change. Check with an academic advisor before registering.

For more information, contact:

University of Pittsburgh
College of General Studies
412-624-6600
www.cgs.pitt.edu