

DIPLOMA | Office Administration

By London City University

Course Overview

The main role of hospital administrators is to keep the hospital running resourcefully and guide the staff, including, nurses, doctors and others. To become a hospital administrator, you need to develop skills that include various aspects of healthcare delivery and facility administration. The course is designed for people who are interested in this career for both medical & non-medical graduates. The participants can learn the skills to run a hospital, including facility design, tools and facility management, etc. It also covers record keeping, recruitment, accounting and more topics.

Why should one take this certification?

This course is designed for professionals wanting to get promotion in their chosen areas and career in healthcare.

Course Outline

- ❖ Introduction of Hospital Administration
- ❖ Effective leadership
- ❖ Planning, problem solving and organizational management
- ❖ Management of hospital operations
- ❖ Organizational behavior and communication
- ❖ Financial performance and budget
- ❖ Income and cash flows
- ❖ Legal and ethical issues
- ❖ Cash flows and income statement analysis

Course duration	3 Months OR as per your requirement Flexible and dependent on your time frame and need
Entry Requirements	A Success Oriented Personality
Certification	London City University, will award an approved diploma at the end of course training. You will get 100% guaranteed certificate.
Mode of application	Fill an application form, send copies of your national ID card or passport as well as educational documents and forward to info@cvwarehouse.ae and get 50% discount on all courses offered by London City University
Course Assessment	London City University will give you an assessment on a monthly basis. This makes a total of three assignments, all scenario case study based activities. Students are expected to solve them and turn them in online via email. Each assignment carries a 20 percent score. The final online exam carries a 40 percent score, to make a total of One Hundred Percent.