



AMERICAN UNIVERSITY OF SOVEREIGN NATIONS

Postgraduate Certificate in Business Administration (CBA)

The Postgraduate Certificate in Business Administration (CBA) Program is a hybrid educational program which is designed to give students basic fundamental core business administration and management knowledge which will enhance their present career and increase their desire to formally study advanced topics in a Master of Business Administration (MBA) degree program. The CBA Program is an entry level program which will be oriented toward healthcare and healthcare organizations, and those individuals currently employed in such fields.

Mission

To provide students with core knowledge which will enhance their career in applied business administration and management.

Vision

To contribute significantly to the growth of all individuals, nations, and people, by providing education to students in business administration who will be able to significantly increase the economic status of all populations.

Values

Because the modern business environment is complex and inherently multi-disciplinary, the values that guide the CBA Program include the following:

- the awareness of public goods and fundamental rights;
- the promotion of diversity in culture and political thought;
- the promotion of academic excellence and scholarship;
- the promotion of critical-thinking and creative analysis;
- the promotion of innovation.

Purpose

The purpose of the CBA program of study is to prepare the future leaders of tomorrow, who must be able to integrate the basic fundamental core business administration and management knowledge with principles relating to their fields of expertise, to successfully contribute to their community.



Curriculum

To complete the CBA program, students must satisfy the CBA course curriculum, which requires a minimum of 10 semester credit hours. The CBA program can be completed by either full-time or part-time study, and accordingly, can be completed within a few months of study (150 clock hours of instruction).

Courses (10 credit hours)

- Applied Business Administration Research Seminar (2 credit hours)
- Principles of Accounting (2 credit hours)
- Principles of Business Law and Ethics (2 credit hours)
- Principles of Healthcare Management (2 credit hours)
- Principles of Operations Management (2 credit hours)

Required Core Competencies

Upon graduation, all AUSN CBA students will have the following core competencies to prepare them to become effective healthcare leaders of tomorrow, and shall be able to:

I. Integrative Leadership

1. Develop oral and written communication skills, and effectively work in teams developing leadership skills.

II. Ethical Leadership

1. Promote ethical business practices.

III. Global Responsibility and Diversity

1. Appreciate the differences in business practices amongst different national and international cultures.

IV. Core Knowledge

1. Obtain knowledge of basic business administration.

V. Critical Thinking and Problem Solving

1. Learn critical-thinking and analysis



Syllabus of Compulsory Courses

Applied Business Administration Research Seminar (ABAS) (2 credit hours)

The **purpose** of this course is to help develop research ability in the students so they can apply the theories they learn to actual practice.

The **objective** of this course is for the student to learn how to apply research skills, and how to evaluate their research.

Principles of Accounting (PACT) (2 credit hours)

The **purpose** of this course is to provide the student with the fundamental principles of accounting commonly applied in management systems.

The **objectives** of this course are that the student will be able to: (1) describe the general principles of operations management; (2) apply operations management to healthcare organizations; (3) understand quality improvement; (4) be able to explain operational planning; and (5) explain the relation of competitive strategy to operations management in healthcare organizations.

Principles of Business Law and Ethics (PBLE) (2 credit hours)

The **purpose** of this course is to provide the student with the basic principles of law and ethics which are present in and affect the management and operations of both small and large organizations.

The **objectives** of this course are that the student will be able to: 1) briefly explain the basic workings of American Law; (2) define the relevant principles related to Contracts, Intentional Torts, Negligence and Strict Liability, Product Liability; (4) define the Agency Relationship; (5) discuss the basic Forms of Business, Limited Liability Companies, Corporations; and (6) explain briefly what are Shareholders' Rights and Liabilities

Principles of Healthcare Management (PRHM) (2 credit hours)

The **purpose** of this course is to provide the student with an understanding of the basic principles of healthcare management and how they apply to public health.

The **objective** of this course is to present to the student a general framework and understanding of the pertinent issues related to healthcare management both in a profit and non-profit setting.

Principles of Operations Management (PROM) (2 credit hours)

The **purpose** of this course is to provide the student with the basic principles of operations management and how they apply in a healthcare organization.

The **objectives** of this course are that the student will be able to: (1) describe the general principles of operations management; (2) apply operations management to healthcare organizations; (3) understand quality improvement.



Additional Information

Contact Us

Additional information, including resources for application to the CBA program, is available at www.ausovereignnations.org. Applications to all academic degree and educational certificate programs at AUSN are completed online and reviewed a rolling basis. Please direct any questions, concerns, or suggestions to Dr. Darryl Macer, Provost at provost@ausovereignnations.org.

Nondiscrimination Policies

It is the policy of the American University of Sovereign Nations (AUSN), in accordance with applicable international and domestic laws, to not discriminate on the basis of race, color, national origin, citizenship, age, sex, physical or mental disability, medical condition, religion, marital status, sexual orientation, gender identity, parental status, or veteran status. AUSN has adopted a racially nondiscriminatory policy as to student admissions, student scholarships, academic degree programs, and educational certificate programs. The nondiscrimination policies of AUSN cover admission and access to all University programs, events, and scholarships.