



LONDON ACADEMY OF  
SPORTS AND HEALTH SCIENCES

# LSH762

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**Online Certificate Course in  
Health Office Management**

***COURSE FILE***

# COURSE FILE CONTENTS

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**LONDON ACADEMY** OF  
SPORTS AND HEALTH SCIENCES



## INTRODUCTION

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**London Academy of Sports and Health Sciences (LASHS)** is an academy registered in the United Kingdom and operates through London Academy in Canada. LASHS helps tens of thousands of clients advance their learning and gain professional development continuing education and valuable certification in their chosen course in ways that are both accessible and flexible, which make us one of the unique academies in the globe. We are a professional development and continuing education academy that provide our clients with education consultancy services for online distance learning fellowship diploma, certification courses, and professional development knowledge in various areas of Physical Therapy, Sports Medicine, Fitness, Rehabilitation, Healthcare Management, and Health Sciences.

LASHS founded on the principle of "NO TUITION FEES" since we believe that Learning should be a basic right to anyone who needs it. Therefore, we provide nearly free electronic learning certificate courses and fellowship diploma programs via self-directed learning method. Self-study and traditional classroom learning complement one another. When used together, they help students learn and retain information better; however, the world is becoming more accustomed to the benefits of solely self-learning. We developed our courses curriculum so that you can exercise and develop intellectual independence and explore subject matter you personally find interesting. We believe that, having the right skill is vitally important in sports medicine, physical rehabilitation, and health care industries. With LASHS, you are assured of learning up-to-date professional knowledge and skills that will prepare you for highest professional standard in your career. Our Academic Staff is continually monitoring advances in the physical rehabilitation and health science field and keep updating our courses accordingly. With LASHS, you will gain an elite professional knowledge and skills by expanding your knowledge and skills. You will also learn about our affordable and flexible delivery of our courses.

LASHS team looks forward to helping you get the professional development and continuous education certificate and specialization fellowship diploma you need to get ahead in real world life.

Please, continue reading to learn more about the course details and how to advance your career and achieve your professional goals through our continuing education programs.



# 1. COURSE DESCRIPTION

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LSH762 Online certificate course in Health Office Management content discusses the various roles of management in today's business environment. Covers various management styles and theories and explain how to organize teams and effective team meetings. It explains how to plan an effective office layout, explain the process of employee orientation and training, including mentoring, list effective ways to motivate employees, identify specific methods for recruiting and interviewing valuable employees, describe supervisory skills. Moreover, it explains how employee performance should be evaluated; identify the correct way to terminate an employee, list different types of teams that exist in business. The course materials also explain collaborative writing and how it is used. It describes how to organize teams and effective team meetings, list the regulations regarding employee health, wellness, and safety, describes the role of OSHA in business health, wellness, and safety. Finally, it describes effective oral and written communication skills.

## **Do not forget our mission**

Our mission as a professional academy helps tens of thousands of clients advance their learning and gain professional development continuing education and valuable certification in their chosen course in ways that are both accessible and flexible; which make us one of the unique academies in the globe. Although, some course reading materials along with references information list will be provided to the client electronically, but it is the client sole responsibility to ensure they can get access to the suggested reading and books required to complete the course requirements. Most of the suggested reading available and accessible through online database platforms, local public library, and other open resources. It is recommended that; you check the copyright laws of your country before accessing any materials. Learn more about our full disclaimer statement at [www.lashs.org.uk](http://www.lashs.org.uk)



## 2. COURSE BENEFITS

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**London Academy of Sports and Health Sciences** offers education consultancy services and many professional development courses and continuing education training options. All our courses available to upgrade your knowledge, develop your skills, and sharpen your ideas. LASHS Online courses offer several huge advantages for learners over in-person training. Here are some of the top advantages of taking our online course.

**1. Mobile and flexible:** For learners who have a tight schedule commuting to a campus or training centre can be a deal breaker. This is especially true for learners who are also trying to juggle the demands of work and family life. But LASHS online education opportunities have the flexibility to fit into any schedule. Whether learners are taking courses on the go, in the morning before work, over their lunch break, or after putting kids to bed, our online courses program can fill in the gaps.

**2. Affordable than in-person classes:** Another advantage of LASHS online course is their lower price tag. This is not because the instruction is cheaper—rather, it comes with less of the institutional overhead of a larger, brick-and-mortar institution. Of course, online courses have some overhead, including the cost of hosting, advertising, and development. But even a small course studio will have rent to cover every month, and a college has much more than this, from the cost of owning and maintaining the campus, to the salaries for administrators and faculty. Learners across the globe are looking for ways to improving their employment qualifications without taking on student debt. LASHS Online courses are filling this gap with more affordable education offers.

**3. More variety, allowing LASHS to serve niche interests:** It takes a lot for a traditional classroom environment to develop a course. They need to know that enough learners will have interest in the subject for it to be worthwhile, and that demand must come from the learners close enough to attend the course. And that demand must persist year after year, otherwise a lot of the development work will go to waste. But because LASHS online courses and programs are not restricted by geography, it is far easier to attract learners who interested in incredibly niche courses and specialisation programs. And those courses are more likely to be available whenever a learner needs them, rather than disappearing after a semester.

**4. LASHS courses reach a global audience for a more diverse community:** Speaking of global reach, LASHS online education put learners in touch with classmates around the globe. This breadth of experiences adds to the learning environment for all students/participants, by putting them in touch with different ways learners handle situations in their own countries. With more experiences to draw from, learners gain a new richness and depth to their knowledge that they might not have gained otherwise.

**5. We help learners advance their careers without taking time away from work:** Many learners turn to our online program opportunities as a means of furthering their career. Many jobs have specific requirements or opportunities for professional certification that are tailored to their industry. These certifications are usually not offered at universities or community colleges, which can sometimes make them difficult to attain unless the company has an employee development program. However, for learners who want to gain these certifications independently, LASHS online courses and programs make it possible for them to earn these professional certifications during off-hours.

**6. Benefits Self-discipline and responsibility:** Who says that having to be more self-disciplined is a disadvantage? It is true that studying online requires more self-motivation and time-management skills, because you will spend a lot of time on your own without someone physically close to keep you focused on deadlines. Look at it this way: LASHS online courses and programs will not only teach you physical therapy, rehabilitation, fitness, sports or health sciences, it will also help you become more self-motivated, a trait that will make you stand out in the workplace and beyond. It will look great on your résumé.

## **GET THE KNOWLEDGE YOU NEED TO MEET THE CHALLENGES IN YOUR PHYSICAL REHABILITATION, SPORTS & HEALTH PROFESSIONAL PRACTICE**

- ✓ Refresh the subject you have already studied.
- ✓ Sharpen your knowledge.
- ✓ Develop your skills.
- ✓ Reenergize your ideas.
- ✓ Keep you up to date in the industry.
- ✓ Advance your career and resume
- ✓ Earn 3 credit hours of continuing education (LASHS CEs)





### 3. REQUIREMENTS FOR ENTRY

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Although there are many certificate courses and fellowship specialisation diploma designed for targeted audiences in sports medicine, fitness, physical rehabilitation and health care industry such as Doctors, Dentists, Nurses, Physiotherapists, Occupational Therapists, Chiropractors, Osteopaths, Rehabilitation Specialists, Medical Assistants, Healthcare Administrators, Sports and Exercise professionals, Personal Trainers, Massage Therapist, Nutritionists, Radiologists, and other Allied Health Educators; there is no experience or previous qualifications required for enrolment on our courses. It is available to everyone (+18 years old) of all academic backgrounds. Many reflection-worthy ideas are presented during LASHS programs, and as such learners are encouraged to take notes (for self-reflection only and not required for submission).

Learner can complete this course in their own time and pace. It is easily achievable to complete within 12 weeks or less.

This 100% online course can be studied online with an internet connection. The curriculum is similar to that which you might find in a reputable attendance-based course.

You can study LASHS courses from the comfort of your own home or favorite cafe at any time. You can access your course reading materials from your smartphone, tablet or desktop computer.



## 4. FEES STRUCTURE

**London Academy of Sports and Health Sciences depends 100%** of its funding and resources on generous people, organizations, or professional individuals like you, who care about learning, education, and research support. Across the world LASHS provides education consultancy services and nearly free e-learning services such as professional development courses, and an independent continuing education certification, learning supports and research in the field of physical rehabilitation, sports, and health sciences. We will continue to develop our courses and consultancy services. Therefore, we still need your participation and contribution.

*London Academy of Sports and Health Sciences* founded on the principle of “**NO-TUITION FEES**”. Therefore, we provide nearly **FREE** home study e-Learning certificate courses and fellowship diploma programs in self-study method. However, administration fee applies as following:

Original paper certificate/administration fees (Optional – Delivery by Regular mail) £29.99 GBP  
 Official Course Transcript/administration fees (Optional – Delivery by Regular mail) 29.99 GBP  
 Express Mail Delivery with Tracking Number (Optional – Delivery by Courier Company) £30 GBP  
 Any additional request/ Educational Services/Consultancy fees (Optional) £29.99 GBP

### Tuition fees: £0 GBP

PDF Reading Materials, Suggested reading list & PDF Certificate fees: £0 GBP

Administration fees for Examination (1st Attempt only) & Certification: **£15 GBP**

(Note: 19.9% tax, shipping & handling charges may apply)

**ESTIMATE OF TOTAL ADMINISTRATION FEES = £17.99 GBP**

We take payment with





## 5. EVALUATION & EXAMINATION

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London Academy of Sports and Health Sciences (LASHS) is recognised as a professional training provider of excellence with the International Association of Therapists (IAOTH). We must comply with the standards of Training provider and provide a method of testing that, the knowledge in this course has been learnt. The course final exam consists of Multiple-Choice Questions (MCQs), Short Answer Questions (SAQs) and/or True or False type of Question which considered as part of the evaluation to obtain your certificate. Usually, the evaluation method included in your enrollment package during registration. The course evaluation test is an open book test, you can complete your exam at your home then email your answer sheet file to the Examination Division for evaluation. You must score 70% or higher to pass the exam and become certified. Once you have completed this Diploma course, you have the option to acquire an official certificate and an official course transcript, which is great way to share your achievement with the world.

*Examples of the final test questions:*

**(MCQs): During the initial phase of a rehabilitation program following an injury, modalities are primarily used in physical therapy in order to achieve which of the following objectives?**

- A. Facilitate muscular strength
- B. Promote tissue healing
- C. Restore passive range of motion
- D. Restore neuromuscular function

**(SAQs): You used KT application as part of your treatment. Give an example of Patient after care advise? (List three)**

- 1-
- 2-
- 3-

## 6. QUALIFICATION

On completion of the course requirements, you will receive the certificate of completion of your course issued by the Continuing Education Certification Board Division of London Academy of Sports & Health Sciences, United Kingdom/ London Academy Canada. Along with your certificate, you will also be awarded 3 credit hours of continuing education of the category A of LASHS designation. The certificate will be delivered by email or by mail as indicated in your enrollment application form.



Sample of LASHS Certificate

## 7. ACCREDITATION

London Academy of Sports and Health Sciences (LASHS) is accredited and recognised as a Professional Training Provider of excellence in its field with the International Association of Therapists (IAOTH). Accredited Training Provider Certificate awarded annually by IAOTH to show our ongoing commitment to excellence in training.



LASHS is an independent academy hold a valid registration with United Kingdom government authorities as a private limited company and operates through London Academy in Canada. We act as an education consultancy firm where we do not necessarily always have direct contact with the learner, and often might work in a role that supports an education organization to deliver teaching and learning strategies or to fix systemic issues. LASHS also partnered and affiliated with many international events, organizations, and institutions from different part of the world. LASHS programs and courses provided worldwide with no limitation. There is a range of for-profit and non-profit organisations for accreditation that provide guidance for the evaluation and/or accreditation of learning programs. These differ greatly in their qualification requirements and you should review them with care, based on your goals. LASHS provides a stringent internal review system for its online distance learning courses and self-study method in the regular basis.

Accreditation generally means that a provider or program has been evaluated by an independent group and meets the standards of that accrediting agency. There are many options for accreditation. The process is voluntary; it is not required to operate. Smaller programs often cannot fund the cost of such an ongoing review process. LASHS courses are devised in accordance with best practices worldwide. The curriculum chosen by LASHS is deemed by experts as the most appropriate for the level of course offered. As our methods of teaching and testing are non-traditional, because they are online based on self-study and free to access, they cannot be directly compared with most traditional certifications where providers charge learners substantial fees for both training and testing in traditional test centres.

LASHS education consultancy, certificates and fellowship diplomas are becoming well known and trusted by many organizations around the world. When choosing a course to study it is important to consider your own educational goals and learning needs, as well as accreditation status. Lack of certain accreditation does not mean that an educational provider is inferior or illegitimate. Accreditation is not essential for many training courses where learners acquire a skill that is of enormous benefit in a personal capacity.

***LASHS obtained accreditation from the International Association of Therapists (IAOTH) and it is certified as an accredited Training Provider.*** However, for individuals interested in pursuing certain credits and accreditation, it is recommended that you consider the importance of National Accreditation for your specific field or profession and make your decision accordingly at your own responsibility. Having said that, it is the responsibility of the participant/learner/client to obtain the required license to practice from the local authority, and to provide proof that the courses take at London Academy of Sports and Health Sciences LASHS were indeed taken only through education consultancy option to refresh subject matter you have already acquired, sharpen your knowledge, develop your skills, acquire or upgrade the knowledge /skills necessary to carry remunerated activities independently. Please refer to [www.lashs.org.uk](http://www.lashs.org.uk) for a complete details about accreditation, terms and conditions.



## 8. ENROLLMENT PROCESS

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The Enrollment process is very simple, visit [www.lashs.org.uk](http://www.lashs.org.uk)

- ✓ Go to courses page in our website.
- ✓ Select a course from the list (Certificate / Fellowship Diploma Level).
- ✓ Complete the fillable enrollment form and insert your signature
- ✓ Email the completed signed form to [info@lashs.org.uk](mailto:info@lashs.org.uk)
- ✓ LASHS admission Officer will verify your enrollment application details and eligibility
- ✓ An administration fees invoice will be sent to your email along with other payment details if applicable.
- ✓ Once your invoice is paid, a confirmation will be sent to your email with the following details: Course Name/Code /Enrollment Date/ Readings Materials / Examination and Evaluation/ Deadline/Access Code or Password
- ✓ Finally, the course supplement reading materials will be sent to your email in PDF format. If applicable, you may receive a suggested reading references/books list.



Download or Scan a Fillable Enrollment Form here

<http://lashs.org.uk/EnrollmentForm/EnrollmentForm.docx>



## 9. REGISTERED OFFICE

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### Registered Office:

**Continuing Education Centre**  
*Consultancy - Management - Services*

20-22 Wenlock Road, N1 7GU  
London, United Kingdom

Email: [info@lashs.org.uk](mailto:info@lashs.org.uk)

[WWW.LASHS.ORG.UK](http://WWW.LASHS.ORG.UK)



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