

## **Graduate Certificate in Health Care Management**

### **Looking for a Rewarding and Challenging Career in the Health and Social Services Industry?**

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Health and Social Services like any other industry requires good management to keep it working efficiently. In 2004-2005, 37% of the Quebec budget was allocated to health and social services. Today, health care administrators must make sure that clients receive the best possible care at the lowest possible cost.

As a health care or social services administrator, you will be responsible for planning, directing and coordinating the delivery of services in hospitals, reception centers for the youth and elderly, local community centers and other health and social establishments. You will be working with other professionals and may be responsible for budgeting, managing employees, purchasing equipment as well as overseeing facilities and equipment worth millions of dollars. If you are compassionate, possess tact and diplomacy are flexible and hard working, a career in the health care industry may be the choice for you.

### **How can a McGill Program help prepare you for a career in the Health and Social Services Industry?**

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The Certificate in Health and Social Services Management, the Diploma in Management (Health Care concentration) and the Graduate Certificate in Health Care Management will provide you with an integrated base of management knowledge in the field of health and social services management. It will focus on the development of skills in the day to day management of the provision of services in terms of both efficiency and human criteria.

### **The Program**

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The Graduate Certificate in Health Care Management is a 15-credit program which consists of 4 required courses and 1 complementary course.

Classes are offered once a week for 13 weeks and are generally from 6 p.m. to 9 p.m. Courses can be taken in the Fall, Winter, Spring and Summer sessions. Classes in the Spring and Summer sessions may be given in less than 13 weeks. Not all courses are offered every semester.

The graduate certificate's program requirements are:

#### **4 Required courses:**

CACC 523 Financial Aspects of Health Care  
CHLC 500 Health Care Systems  
CHLC 552 Legal Aspects: Health Care Systems  
CORG 553 Employee and Labour Relations

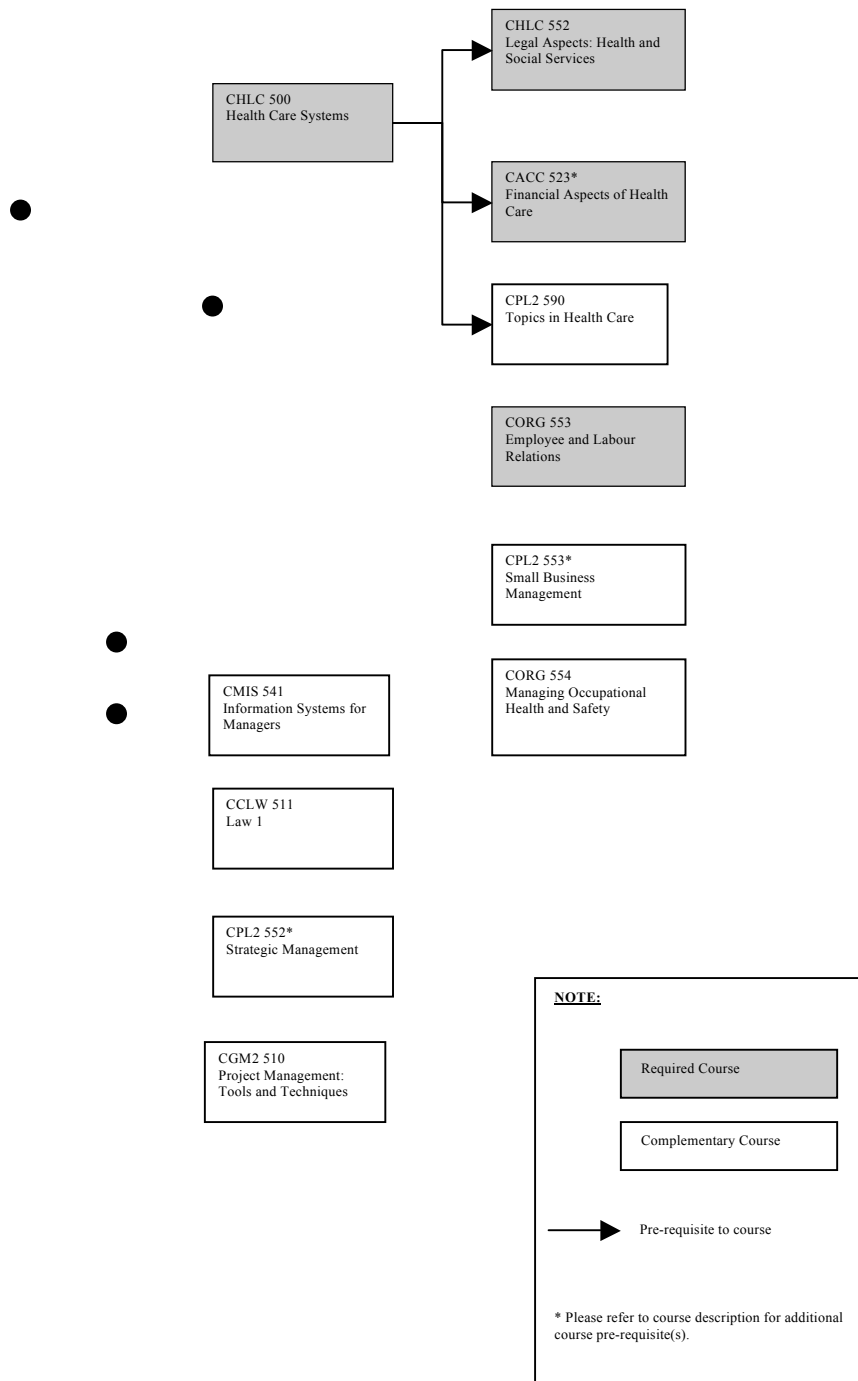
**1 Complementary course from:**

CCLW 511 Law 1  
CGM2 510 Project Management: Tools and Techniques  
CHLC 590 Topics in Health Care  
CMIS 541 Information Systems for Managers  
CORG 554 Managing Occupational Health and Safety  
CPL2 552 Strategic Management  
CPL2 553 Small Business Management

Or any other 500 or 600 level course offered through Career and Management Studies and approved by the department.

# Course Sequence

## Graduate Certificate in Health Care Management



To obtain information on course offerings, please refer to the interactive timetable at <http://www.mcgill.ca/conted-cms/programs/grad/management-certificate/health/>.

## Course Descriptions

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### **CACC 520 Accounting for Management**

**(3 credits)**

Co-requisite:  
for Management

CMS2 500 Mathematics

This course covers financial and managerial accounting. The course provides an understanding of the various financial statements as well as cost behaviour, cost/volume/profit relationships, budgets, responsibility accounting and relevant costing.

### **CACC 523 Financial Aspects of Health Care**

**(3 credits)**

Pre-requisites:  
CHLC 500 Health Care Systems and Core program<sup>1</sup>

Methods of budgeting in the health care system and evaluating health care investment proposals. Problems of benefit measurement and optimal public investment in relation to fiscal and political constraints. This includes the role of governmental expenditures, the public debt, private contributions in the health care system.

### **CCLW 511 Law 1**

**(3 credits)**

Pre-requisites:

None

Sources and administration of law; the Canadian Constitution and the division of powers; the Quebec Civil Code, comprising the law of persons, the law of property, obligations, contracts, sale, lease and hire, mandate, suretyship, hypothecs and prescription.

### **CFIN 512 Corporate Finance**

**(3 credits)**

Pre-requisites:  
[CACC 520 Accounting for Management (Diploma in Management students)  
or CCFC 511 Financial Accounting 1 (Diploma in Accounting students)] and CMS2 521 Applied Management Statistics

Fundamental finance theory as applied to the firm's short and long-term financing and investment decisions and the sources of funds available to it (stocks, bonds, derivatives). Exposure to critical concepts of "firm value maximization" emphasizing capital budgeting, cost of capital, capital structure, derivatives, dividend policy, risk and return.

### **CMG2 510 Project Management: Tools and Techniques**

**(3 credits)**

Pre-requisites:  
None

Focus on main concepts and theories of project management from initiation to close-out. Topics include: project life cycle, planning, scheduling, implementing, monitoring, controlling, close-out and ethics. The concepts presented apply to projects of various sizes, types and degrees of complexity.

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<sup>1</sup> Core Program: CACC 520 Accounting for Management, CFIN 512 Corporate Finance, CMR2 542 Marketing Principles and Applications, CMS2 521 Applied Management Statistics and CORG 551 Behaviour in Organizations.

**CHLC 500 Health Care Systems****(3 credits)**

Pre-requisites:

None

Overview and study of the present Canadian health care system: its components, organization, financing and management uncertainties. Interaction and interface between the health system and other social systems; roles and various levels of government and of the private sector. Close to half the course focuses on the Quebec health care system: its recent evolution, present organization and foreseeable directions.

**CHLC 552 Legal Aspects: Health Care Systems****(3 credits)**

Pre-requisite:

CHLC 500 Health Care Systems

Health care system in Quebec, the federal and provincial law relevant to it. Explores relationships between civil and criminal law, law and medicine, law and ethics. Major legislation, case law and legal writings will be presented. Addresses human rights, professional responsibility, civil, criminal liability and dilemmas raised by new technologies.

**CHLC 590 Topics in Health Care****(3 credits)**

Pre-requisite:

CHLC 500 Health Care Systems

Specialized course covering an advanced topic in the health care area selected from current issues or themes in literature. (Content will vary from year to year.)

**CMIS 541 Information Systems for Managers****(3 credits)**

Pre-requisites:

None

Introduces the importance of Information Systems (IS) in organizations and issues associated with managing these. Provides a strategic view of IS and Information Technology (IT). Students will be presented with managerial, informational and technological issues related to the management of IT, and with a framework to better manage them. Class discussions, case analysis, presentations.

**CMR2 542 Marketing Principles and Applications****(3 credits)**

Pre-requisites:

None

Covers the different aspects of marketing operations: the marketing concept, the analysis and research of market opportunities, the planning, implementation, and control of the marketing program (Product, Promotion, Distribution, and Pricing). The course focuses on Canadian market environment and Canadian marketing institutions. Lectures and case studies on an individual basis and/or involving team work will be used.

**CMSC 000 Foundations for Mathematics****(3 credits)**

Pre-requisites:

None

Operations with real numbers, polynomials, first-degree equations and applied word problems. Factoring, fractions, exponents, roots and radicals. Systems of linear equations and linear inequalities. Absolute values, equations and inequalities. Quadratic equations, applied problems.

## **CMS2 500 Mathematics for Management**

**(3 credits)**

Pre-requisite:

CMSC 000 Foundations of Mathematics or the Exemption by Examination Test

Basic mathematics needed for business applications, including graphs, series summation, mathematics of finance, annuity, discounted cash flow, internal rate of return, permutations, combinations, maxima and minima functions with business applications in optimization, introductory statistics and probability.

## **CMS2 521 Applied Management Statistics**

**(3 credits)**

Pre-requisite:

CMS2 500 Mathematics for Management or the Exemption by Examination Test

Statistical methods used in a variety of business situations, emphasizing application and providing a working knowledge of the most widely-used techniques. Topics include descriptive statistics; probability distributions; sampling procedures and distributions; inferential statistics including estimation; hypothesis testing.

## **CORG 551 Behaviour in Organizations**

**(3 credits)**

Pre-requisites:

None

The implications for management and the essential concepts of social psychology such as motivation, perception, attitude change and organization. Group and organizational dynamics will be the major emphasis of the course. Classroom discussion and student participation is encouraged.

## **CORG 553 Employee and Labour Relations**

**(3 credits)**

Pre-requisites:

None

Industrial relations framework, its legal, political, social, economic, ecological and ethical subsystems. Processes governing union-management relations, collective bargaining and dispute resolution, and the roles of executives, supervisors, employees, employee representatives, HR-IR professionals in effective employee relations in unionized and non-unionized environments.

## **CORG 554 Managing Occupational Health and Safety**

**(3 credits)**

Pre-requisites:

None

How to develop, implement and manage effective health and safety programs; competencies and roles of employees, supervisors, executives and HR; strategic, legal and ethical implications of legislation, risk behaviour; socio-psychological aspects of mental and physical health and safety issues; communications and training strategies.

## **CPL2 552 Strategic Management**

**(3 credits)**

Pre-requisites:

Core Program

Includes analysis of major forces driving organizations, explores mission development, goal selection, corporate strategy, policy formulation for the benefit of all stakeholders. Discusses situations confronting senior managers in the competitive environment, includes topics such as the identification and evaluation of strategic alternatives, the management of control processes for increased productivity, etc.

## CPL2 553 Small Business Management

(3 credits)

Pre-requisites:

CACC 520

Accounting for Management and CMR2 542 Marketing Principles and Applications

This course will focus on the concepts and activities of entrepreneurship in the small business environment. Through the analysis of small business situations and the study of related case material, students will learn the fundamental actions required in practice to start and manage a small business. Skill acquisition will be oriented toward learning to prepare a business plan.

## Admission Requirements

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1. Bachelor's Degree in Commerce (or equivalent) as approved by the Graduate and Postdoctoral Studies Office.
2. If you have studied outside of Canada, you are required to request an evaluation of your degree called "Évaluation comparative des études effectuées hors du Québec" from MRCI. For further details you may contact their office at: (514) 864-9191 or visit them on the web at: [www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html)

Note: Students without a Bachelors's Degree in Commerce (or equivalent) may be able to enroll for a Diploma in Management. For more information, please visit: <http://www.mcgill.ca/conted-cms/programs/grad/management-diploma>

## Language Requirements

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The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. Below you will find information on when proof of proficiency is required.

If you answer "yes" to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least **four** years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of 'C' or better?

- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of ‘B’ or better?

If you answered “no” to all of the above, but answer “yes” to any of the following questions, you will be asked to provide supporting documentation to this effect and **may** still be asked to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school, for at least four consecutive years, at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to the Department of Career and Management Studies who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

- 1) TOEFL (Test of English as a Foreign Language): minimum acceptable scores are

| iBT (internet based test)  | PBT (paper based test) | CBT (computer based test)* |
|--|------------------------|----------------------------|
| 90 overall (a minimum individual component score of 21 in each of the four components i.e. reading, writing, listening and speaking) | 577                    | 233                        |
| *The CBT is no longer being offered. CBT results will be accepted as long as considered valid by ETS.                                |                        |                            |
| N.B. an institutional version of the TOEFL is not acceptable.  |                        |                            |

- 2) IELTS (International English Language Testing System): a band score of 6.5 or better.
- 3) MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
- 4) APIEL (Advanced Placement International English Language): a minimum score of 4.
- 5) McGill CCE TELP (McGill CCE Test of English Language Proficiency): a Category A result.
- 6) McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
- 7) University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of “B” (Good) or higher.
- 8) University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of “C” (Pass) or higher.

9) Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass”.

10) Edexcel London Test of English – Level 5 – with an overall grade of at least “Pass”.

NOTE: Your test results must be reported directly to the University by the test centre; consequently, candidates’ copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to the Student Affairs Office (Admissions) of the Centre for Continuing Education, 688 Sherbrooke St. West, 11<sup>th</sup> Floor, Montreal, Quebec, H3A 3R1. For TOEFL and APIEL, the institutional code at McGill University is 0935-00.