



COURSE OUTLINE: HCA116 - FIN. PROC. FOR HLTH

Prepared: Rebecca Keown, BA(Hons), MBHL

Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	HCA116: FINANCIAL PROCESSES: HEALTHCARE FACILITY
Program Number: Name	2186: HEALTH CARE ADMIN
Department:	BUSINESS/ACCOUNTING PROGRAMS
Semesters/Terms:	21F, 22W, 22S
Course Description:	This course provides students with an introduction to basic accounting and budgeting principles. Students will explore a variety of financial practices used to support decision-making and financial management in a health care environment. Students will be introduced to different funding models and the financial environment of Ontario health care organizations. Students will learn how to prepare and operationalize budgets, conduct variance analysis, and analyze financial reports.
Total Credits:	3
Hours/Week:	3
Total Hours:	3
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course:	2186 - HEALTH CARE ADMIN
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 5 Practice within the legal, ethical and professional scope of practice of a manager in the province of Ontario.
	VLO 7 Support evidence informed decision making, using critical thinking skills and best practices in the administration of a healthcare facility.
	VLO 8 Outline strategies to manage risks in the business activities of a health care organization.
	VLO 10 Apply accounting and financial principles to support the management and operations of an organization.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 3 Execute mathematical operations accurately.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2021-2022 academic year.



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A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

Books and Required Resources:

Financial management of health care organizations: an introduction to fundamental tools, concepts, and applications by Zelman, N., McCue, M., Glick, N., & Thomas, M.
 Publisher: San Francisco, CA: Jossey-Bass Edition: 5th
 ISBN: 978-1-119-55386-1
 or print version ISBN 978-1-119-55384-7

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Explain basic accounting principles, financial principles and practices as they relate to the effective management o of health care operations.	1.1. Identify key elements driving health care costs. 1.2. Identify and explore key approaches to cost control in the health care setting and resulting ethical issues. 1.3. Understand key concepts such as `balance sheet`, `accrual accounting`, `cash flow`, and `net assets` as they pertain to financial management in health care. 1.4. Demonstrate ability to identify and read basic financial statements for health care entities.
Course Outcome 2	Learning Objectives for Course Outcome 2
Apply budgeting principles for revenue, operational and capital budgets as well as describing the budgeting process and sources of funding.	2.1. Explain the purpose of budgeting and identify the major budgets and their purposes. 2.2. Define key terms such as `working capital`, `revenue`, `equity`, and `lease financing`. 2.3. Describe the planning of control cycle and the key dimensions of budgeting. 2.4. Understand working capital and revenue cycle management strategies. 2.5. Demonstrate the ability to construct each of the major budgets and a cash budget.
Course Outcome 3	Learning Objectives for Course Outcome 3
Assess operational performance of basic health care program against plan and forecast future performance based on current trends.	3.1. Analyze financial statements of health care organizations. 3.2. Define and understand the concept of `future value` and `fixed` and `variable` costs. 3.3. Explain financial objectives of health care providers. 3.4. Evaluate various capital investment alternatives.
Course Outcome 4	Learning Objectives for Course Outcome 4
Explain the relationship between strategic planning, operational planning, budgeting process and business case development in health care leadership roles.	4.1. Define the concept of `decentralization` and explain its advantages and disadvantages. 4.2. Identify the major types of responsibility centres in health care organizations. 4.3. Explain the relationships between responsibility, authority and accountability. 4.4. Demonstrate the ability to use cost information to make financial decisions in the context of a health organization.

Evaluation Process and

Evaluation Type	Evaluation Weight
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Grading System:

Assignments	50%
Exam	20%
Quizzes	30%

Date:

July 28, 2021

Addendum:

Please refer to the course outline addendum on the Learning Management System for further information.

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