



Diploma in Management

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Career and Professional Development

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Improve
 your career
 prospects

The full details of the program, admission requirements, and admission procedures summarized in this document can be found in the School of Continuing Studies' current course calendar. If there are any discrepancies between the course calendar and this summary, the information in the course calendar takes precedence in all cases. McGill University reserves the right to change this information at any time.

Increase Your Opportunities for Advancement by Completing a McGill Diploma in Management

Whether you are a young adult starting a new career or a well established manager, the work force is becoming better educated and more sophisticated, making jobs more and more competitive. The demand for workers with specialized university degrees or other formal education is skyrocketing.

In the private and the public sector, the management of daily operations is an essential part of any successful organization. The study of management will allow you to develop core competencies such as accounting, economics, marketing and finance which will prepare you for a career in a large corporation, a private company, a small business, a financial institution, a government agency or other public institution.

Whether encouraged by your employer or whether you are self motivated, the program you choose can increase your opportunities for advancement and lead to a rewarding and challenging career

A McGill Diploma in Management will give you that leading edge and pave the way to a number of career opportunities.

How Can a McGill Program Prepare You for a Career in Management?

- Our programs will prepare you for positions in general management and set the stage for further management education.
- You will gain knowledge of the basic theories and concepts in both the underlying disciplines and the functional areas of management
- You will develop your ability to identify, define, analyze and solve business problems
- You will improve your effectiveness in evaluating and dealing with people
- This program enjoys the active support of the Canadian Institute of Management (CIM).

IMPORTANT NOTE:

This program is EFFECTIVE as of Fall 2010.

If you were admitted PRIOR to Fall 2010, please follow the STUDY PLAN which you were provided with at the time of your admission.

The Program

The Diploma in Management (General) is a 30-credit program which consists of 2 co-requisite courses, 7 required courses and 3 complementary courses.

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 diploma's program requirements are:

Co-requisites¹:

CMS2 500 Mathematics for Management
(or the Exemption by Examination Test²)
CEC2 532 Business Economics
(or the Exemption by Examination Test)

7 Required courses:

CACC 520 Accounting for Management
CFIN 512 Corporate Finance
CMIS 541 Information Systems for Managers
CMR2 542 Marketing Principles and Applications
CMS2 521 Applied Management Statistics
CORG 551 Behaviour in Organizations
CPL2 552 Strategic Management

3 Complementary courses taken from the following:

CGM2 590 Topics in Management
CGM2 510 Project Management: Tools and Techniques
CPL2 510 Communication and Networking Skills

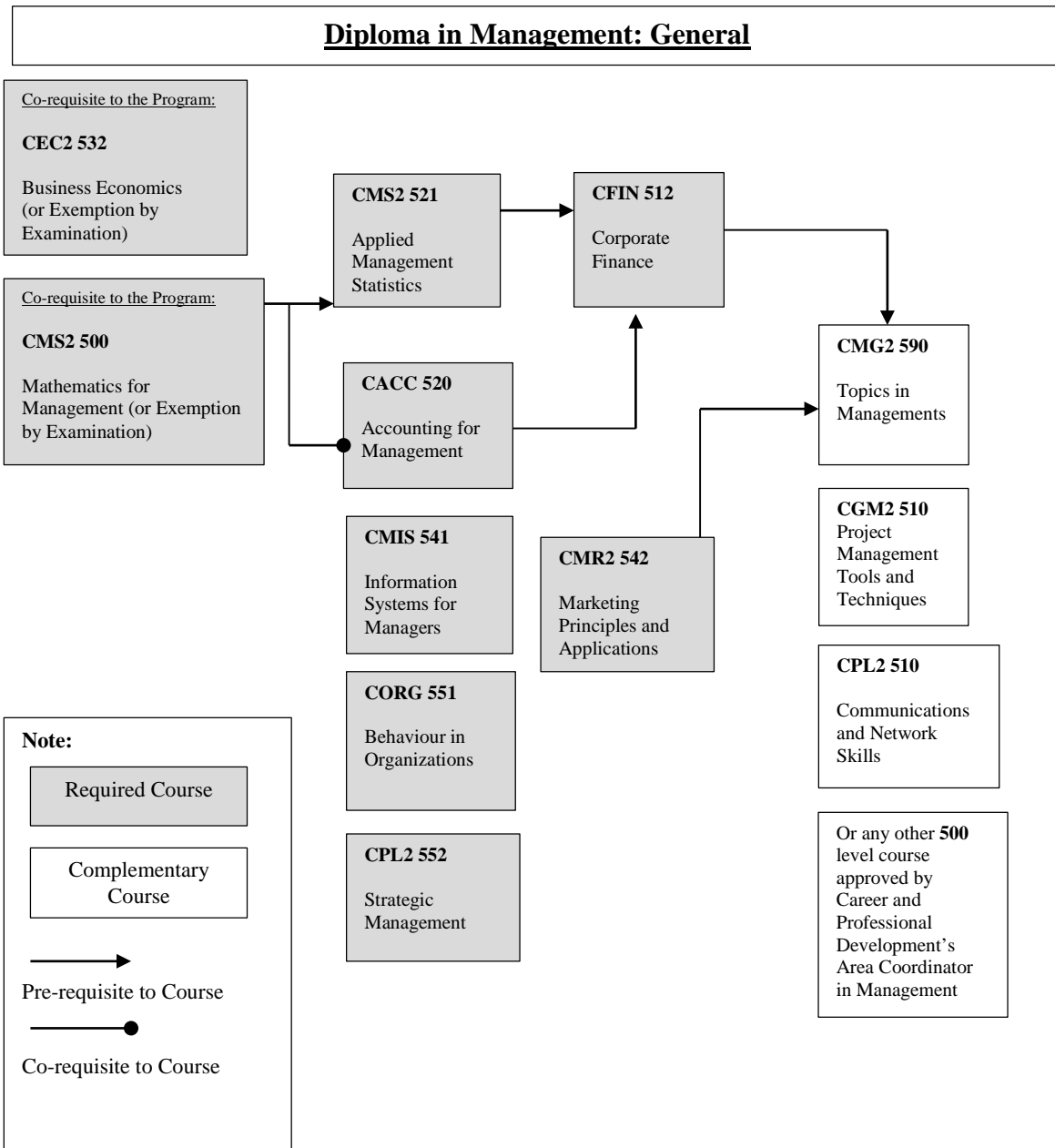
And any other 500-level course offered through Career and Professional Development and approved by the department.

To obtain information on course offerings, please refer to the interactive timetable at <http://www.mcgill.ca/continuingstudies/programs-and-courses>

¹ Co-requisite: This refers to academic course requirements that must be completed in the first semester.

²For more information on how to obtain course exemption by the means of a challenge exam, please consult the Exemption by Examination form available on our website at: <http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination>.

Course Sequence



Course Descriptions

CACC 520 Accounting for Management

(3 credits)

Co-requisite:
CMS2 500 Mathematics for Management

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.

CEC2 532 Business Economics

(3 credits)

Pre-requisites:
None

Introductory micro and macro economic theory and practice in profit and non-profit organizations from a managerial perspective. Topics include: demand and supply analysis, production costs, firms' pricing and output determination, aggregate demand and supply, national income, output and employment determination, inflation, interest rate, exchange rate determination, fiscal and monetary policy.

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.

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.

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.

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.

CGM2 590 Topics in Management**(3 credits)**

Pre-requisites:

CACC 520 Accounting for Management, CFIN 512 Corporate Finance and CMR2 542 Marketing Principles and Applications

Specialized course covering an advanced topic in the management 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. Absolute values, equations and inequalities. Quadratic equations, applied problems, arithmetic and geometric sequences and series.

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 and Anova; simple linear, multiple regression and correlation; time series and forecasting.

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.

CPL2 510 Communication and Networking Skills

(3 credits)

Pre-requisites:
None

This course will provide students with leadership skills pertaining to communication and networking in the workplace. Topics covered include influencing, appraising situations, business networking, teamwork and delivering effective presentations.

CPL2 552 Strategic Management

(3 credits)

Pre-requisites:
Core Program³

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.

Note: Please visit our website for more information on other graduate level courses you may take from the Career and Professional Development Department at:

<http://www.mcgill.ca/continuingstudies/programs-and-courses>

You may refer to the course catalogue menu from MINERVA FOR STUDENTS:

<http://www.mcgill.ca/minerva-students/> for summary descriptions of the courses.

³ Core Program: CACC 520 Accounting for Management and CFIN 512 Corporate Finance and CMS2 521 Applied Management Statistics and CMR2 542 Marketing Principles and Applications and CORG 551 Behaviour in Organizations

Professional Associations

CANADIAN INSTITUTE OF MANAGEMENT

The Canadian Institute of Management, in cooperation with McGill University, offers educational and developmental opportunities relevant to the needs of aspiring managers in meeting today's challenges. In addition, the Institute offers a professional designation for managers who wish to be recognized for their commitment to management excellence.

Further information can be obtained from the National Council of the Canadian Institute of Management, 15 Collier Street, Lower Level, Barrie, ON L4M 1G5. Tel: 1-800-387-5774; Fax: (705) 725-8196; e-mail address: office@cim.ca
Internet address: <http://www.cim.ca>.

Montreal Address: P.O. Box 974 Station "B" Montreal QC H3B 3K5;
Tel: (514) 483-6402; Website: www.cim-icg.ca

Admission Requirements

To be admitted to the Diploma in Management (General) program, students must meet both the academic and language requirements of the program.

Academic Requirements: Students must hold an undergraduate degree in an area other than commerce (or equivalent) from a recognized university as approved by the Ministère des Relations avec les citoyens et l'immigration (MRCI).

If you have studied outside of Canada, you are strongly advised 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

Students are expected to have a working knowledge of word processing and spreadsheets.

Students with a Bachelor's degree in Commerce (or equivalent) may be able to enroll for a graduate certificate. For more information, please visit: <http://www.mcgill.ca/continuingstudies/prospective-students/apply/graduate-programs>

Admissions Procedures

How to APPLY to the *Diploma in Management: General Concentration*?

Please follow the steps below:

STEP 1:

- Go to <http://www.mcgill.ca/continuingstudies/>
Click on “Apply”
Click on “Graduate Programs”

STEP 2:

Verify on the “**Apply for Admission to a Program**” page, the “Application Deadlines” for Canadian/Permanent Residents or International Students to ensure that you submit your application before the term deadline.

STEP 3:

- **Review your Admission Requirements:** Once you have checked your application against all the requirements, you will be ready to apply to the program.
- Before you proceed you will need:
A valid **email address** and a **credit card** (Visa, MasterCard or American Express).

STEP 4:

- Once you are ready to apply online:
Click on “**Click here now**” to bring you to the Application for Admission page.
- Click on the red bold “**Apply Now**” on the Application for Admission page.
(Do **not** apply through “uApply” link).
- Fill in the login information on the “Admissions Login” page and the Biographical Information.
- On the “Apply for Admission” page, fill in the information requested.
NOTE: When asked: “What are you applying for at McGill”, click on “Continuing Studies”
- Select the program you are applying to on the “Program Choice Selection” page.
- Continue to fill in the remainder of the application. (All sections to be completed are indicated in the textbox on the left hand side of the screen).

STEP 5:

- Once you have applied online, you will receive a confirmation email providing you with a McGill ID number and a 6-character **PIN (Personal Identification Number)**.
- You will need to use this information to **log into MINERVA** (www.mcgill.ca/minerva) (McGill’s web-based information system for students) so that you can upload documents required for admission and follow-up on your status of your application.

STEP 6:

- Once your application has been received and you have access to your Minerva account, you will be able to **upload your supporting documentation**, including a copy of transcripts. (A copy of your transcript with confirmation of degree awarded and date of graduation).
- Uploading your documents will speed up your application process and is strongly recommended.
- For instructions on how to proceed, please go to: www.mcgill.ca/applying/submitting-your-documents/uploadingdocuments/

(If you are unable to upload the documents, you can send them by regular mail or bring them in person to our Client Services office at the address above).

STEP 7:

- **Sending official transcripts: All transcripts received via the upload process are considered unofficial.** If transcripts are required for your application, you will also need to have any official transcripts sent directly to the School by mail, in a sealed envelope by the educational institution(s) where you studied.

What is an Official Transcript?

If you have studied at an institution:

- In Canada or the United States – you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution's logo.
 - Outside of Canada or the United States, - you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution's logo.
 - **Note:** In cases where the language of instruction at the institution is not English or French, you must also send an official translation of the official transcript certified by a representative from the **Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ - <http://ottiaq.org/>)**.
- You need to request **official transcripts** as soon as possible once your application has been submitted to the School of Continuing Studies. Your Educational Institution must then mail these directly to the appropriate office below:

Client Services c/o Admissions

McGill University – School of Continuing Studies
688 Sherbrooke Street West, Room 1125
Montreal, QC
Canada, H3A 3R1

- **Important:** You must make sure you apply by the application deadline. However, if you have any outstanding supporting documents at the time of your application, you may upload them as they become available or forward them directly to the School of Continuing Studies as soon as possible. Your admission application will only be completed once the School has received all of the required documents.
- **Note:** All required documents received by McGill University School of Continuing Studies become the property of the university. Official documents and/or transcripts will not be returned to the applicant.
- **Note:** Transcripts received by McGill University's School of Continuing Studies cannot be transferred to any other department or program as it would constitute submitting a new application. Therefore, you must submit a new sealed envelope of your official transcripts for each application made to McGill University's School of Continuing Studies.

Language Requirements

- 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. For additional information, please click on the link below.

<http://www.mcgill.ca/continuingstudies/current-students/academic-policies/language-policy>

Exemption by Examination

Students admitted to a Certificate, Graduate Certificate or Diploma program requiring a pre-requisite or co-requisite course, must provide proof that they have taken an equivalent 3 credit course, at the appropriate level elsewhere or successfully completed the Exemption by Examination test. Otherwise the student must register for the course.

- Please note that the Exemption by Examination test is **not applicable to required or complementary course(s)** within a program.
- You cannot take the Exemption by Examination test if you have already attempted the course (a grade of W is considered as have attempted the course).
- If you are unsuccessful in the Exemption by Examination test(s) you will not be permitted to repeat the test(s) and must instead enroll in the course(s) for which the particular test(s) was taken.

You must be admitted into a program or have applied to a program to be eligible to write the Exemption by Examination test. (The test is optional).

For more information on how to obtain a course exemption by means of a challenge exam, please consult the Exemption by Examination form available on our website at:

<http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination>

Student Awards and Financial Aid

Note: The amount and number of McGill University's School of Continuing Studies Bursaries, Scholarships, and Graduating Prizes issued varies from year to year, depending on funds received and their specifications.

McGill University's School of Continuing Studies Bursaries

The School of Continuing Studies will post the application form and eligibility requirements for the active term on its website. Please refer to link below for further information.

<http://www.mcgill.ca/continuingstudies/current-students/fees/student-awards-and-financial-aid>

McGill University's School of Continuing Studies Scholarships

For a list of McGill Scholarships, please consult the McGill School of Continuing Studies website by clicking on the link below.

<http://www.mcgill.ca/continuingstudies/current-students/fees/student-awards-and-financial-aid>

McGill University's School of Continuing Studies Graduating Prizes

For a list of McGill SCS Graduating Prizes, please consult the McGill School of Continuing Studies website by clicking on the link below.

<http://www.mcgill.ca/continuingstudies/current-students/graduating-students/awards>