

# SHAPE YOUR NATION'S FUTURE

CERTIFICATE IN  
INDIGENOUS  
BUSINESS  
MANAGEMENT



McGill

School of  
Continuing Studies

IN COLLABORATION WITH:



EARN A MCGILL EDUCATION IN BUSINESS MANAGEMENT FROM THE COMFORT OF YOUR COMMUNITY. NO TRAVEL NECESSARY. NO EXTRA LIVING EXPENSES TO PAY.



McGill comes to you – online, on site, and at times that fit your schedule. The Certificate in Indigenous Business Management offers hands-on learning with a flexible, modular approach at a pace that's adapted to the realities of daily life. You will learn business skills and knowledge in high demand by employers, government and business owners.

## A FEW WORDS FROM THE ASSOCIATE DEAN

We proudly continue our tradition of high-quality, accessible, innovative, market-responsive education. We're committed to delivering rich academic and practical professional development programs that will help you to gain momentum in your career.

We would like to thank Indigenous and Northern Affairs Canada for supporting and funding this initiative.

I invite you to discover the McGill experience.

Dr. Carmen Sicilia  
Associate Dean, Academic  
McGill University School of Continuing Studies



## PRACTICE NEW SKILLS IN BUSINESS MANAGEMENT

The goal of the online courses in Indigenous Business Management is to enrich the lives of First Nations, Inuit, and Métis Peoples and their communities. With this education, you can help to shape your Nation's future.

No job is more enriching and valuable than building and growing a business that creates a sustainable future for your community. You will learn how to create a business plan, run daily operations, handle funds and manage human resources.

## NOT LOST IN TRANSLATION

Course content will be tailored specifically to the needs of Northern First Nations' communities.

Such as:

- Guest lecturers from the North.
- Instructors work closely with your community to develop course materials.
- Case studies and business practices from local mining or resource industries, banks and other institutions – from both Northern and Southern Canada.
- At the beginning of each course, students will receive a vocabulary of English business terms, translated into their language and cultural context.

## TEACHING AND LEARNING APPROACH

Our teaching and learning philosophy is to take a learner-centred approach.

- We believe that learning occurs when participants get opportunities to experience learning through the four phases of the learning cycle:
  - > apply the concepts learned in your class to your work environment
  - > reflection on and analysis of experience
  - > constructing one's own conclusions about the links between concepts and application
  - > planning for effective actions in similar situations
- We focus on competency development.
- Education is only useful and beneficial to the individual and the organization, if it translates into change and observable behaviours.
- We make the theory relevant to the context by engaging the learner in relating them to their own experience and personal context.



## SUPPORT

Local support for these courses come from McGill University and your community.

- A **LOCAL NORTHERN COORDINATOR** will work closely with McGill University to oversee course administration. The local Coordinator will collect your application forms, registration forms, and supporting documents to send to McGill.
- An **ELDER** from your community will be invited to ask for blessings and provide spiritual support at the beginning of the program.
- **TECHNICAL SUPPORT** is available for both students and instructors during classes.
- A **TUTOR** is available to help students with any course content that they may find difficult.
- **FIRST PEOPLES' HOUSE** at McGill University supports Indigenous students who attend the university—wherever they are offered. An Indigenous Community Outreach Coordinator can help you find the academic support and resources that you need to succeed.
- A **DEDICATED ADVISOR** at the School of Continuing Studies meet with students online to discuss all aspects of their education.

## FUNDING

Band Councils, local economic development offices, communities and governments may provide local resources, such as computers and classrooms, for your use.

Talk to your local Band Council or Nation government about access to educational subsidies, repayable loans and other financial support for educational programs.



## GRADUATION

When all courses are successfully completed, the time to celebrate arrives!

- An official McGill University transcript following the completion of each course.
- You are invited to attend the University's convocation ceremony in Montreal.
- First Peoples' House hosts a convocation dinner for First Nations, Inuit and Métis graduates, where you can share your success with family, friends, your extended family at the School of Continuing Studies and people at McGill University involved in your education (see photo above).
- Graduating students receive a gift of a specially designed scarf in recognition of their achievement.



# COURSE DELIVERY

- Online courses in Business Management are offered in the evenings (6 p.m.–9 p.m.).
- During fall, winter, early spring and late summer, classes meet once or twice a week at a local community setting for 7-13 weeks.
- Students log in to see, hear and interact with instructors – who can see and hear them – face-to-face.
- Ask questions or share discussions online and with your classmates!
- Online courses in Business Management are available for groups of 20 to 25 people.

# ABOUT THE CERTIFICATE IN INDIGENOUS BUSINESS MANAGEMENT

The Certificate in Indigenous Business Management offers 30 credits of 10 interactive, online, undergraduate-level courses with one co-requisite course for students who lack a background in college algebra and functions. Each 3-credit course is divided into modules, delivered consecutively and specifically designed to ease demands on your schedule.

The 21<sup>st</sup> century demands multidisciplinary individuals, teams, communities, and organisations. These courses introduce the skills essential to starting, promoting, and managing a socially relevant business or organisation. The courses focus on numerical and financial literacy, as well as fundamental communication and management skills. It will develop the skills needed to create your own business or effectively work in an established organisation, create a business plan, develop projects, communicate with confidence, effectively manage internal and external stakeholders, understand the fundamentals of how organisations behave within a social, political, and legal framework, and negotiate and manage conflict.

# COURSE DESCRIPTIONS

## PRE-REQUISITE (1)

### CMSC 000 Foundations of Mathematics or Diagnostic Test

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.





## REQUIRED COURSES (10)

### **CACC 220 Accounting Concepts for Managers**

Co-requisite: CMSC 101 College Algebra and Functions

This course covers a wide scope of theories and applications dealing with such topics as perception, motivation, decision-making, team dynamics, negotiation, conflict management, leadership, and organizational culture. The classes build upon previous classes beginning with the individual level, then moving on to a team level, and finally adopting an organization-wide level of analysis.

### **CCLW 300 Public Administration and Law for Indigenous People**

Pre-requisite: None

This course develops the knowledge needed to understand or work in the public sector by focusing on the development, implementation, and administration of government policy and its role in enhancing community economic development. The course will focus on approaches, practices, and multi-disciplinary skills needed for efficient and ethical administration, the laws governing these practices, and ways to develop effective relationships with industry and government. The course will develop the basic skills needed to enhance governments and organisations within a political and legal framework.

### **CCOM 205 Communication in Management**

Pre-requisite: None

Written and oral communication in management (in English): emphasis on strategies for identifying, analyzing, and solving writing and speaking problems. Course work based on academic and professional communication in management.

### **CENT 305 Sales and Negotiations**

Pre-requisite: None

To market a new enterprise, you need the skills to communicate your business vision and the know-how to sell products or services. This course focuses on specific strategies and techniques to help you to convince stakeholders of your company's value. You will develop negotiating skills and practice how to negotiate win-win business arrangements.

### **CENT 307 Creating a Business Plan**

Pre-requisite: None

This course focuses on the importance of creating a business plan for entrepreneurs and explains the elements of a solid plan and its components. You will learn how to prepare a tailored business plan and make an effective presentation.

### **CGMG 210 Fundamentals of Project Management**

Pre-requisite: None

Knowing the fundamental principles and best practices of project management is essential to the successful development of projects and other complex undertakings within an enterprise. You will learn ways to define, plan, and schedule activities and resources to move your business forward.

### **CGMG 282 Introduction to Business**

Pre-requisite: None

A broad introduction to business based on the functional areas: accounting, finance, human resources management, industrial relations, marketing, production, and general management. For each area lectures introduce basic concepts, which students apply to cases that depict the complexity of decision-making in the business world.

### **CGMG 305 Managing in Public and Non-Profit Organizations**

Pre-requisite: None

A strategic management approach is needed to ensure the success of public or non-profit organisations. This course focuses on the management techniques needed to effectively manage public and non-profit organisations. The course develops the skills needed to analyse internal and external organisational trends and needs, make appropriate organisational and workforce decisions, develop strategic relationships with key stakeholders, and build and maintain trust.

### **CORG 225 Foundation of Organizational Behaviour and Administration**

Pre-requisite: None

This course covers a wide scope of theories and applications dealing with such topics as perception, motivation, decision-making, team dynamics, negotiation, conflict management, leadership, and organizational culture. The classes build upon previous classes beginning with the individual level, then moving on to a team level, and finally adopting an organization-wide level of analysis.

### **CORG 420 Human Resources Management: Theory and Practice**

Pre-requisite: CORG 225

This course provides a comprehensive overview of human resources management (HRM) and an understanding of the strategic role HRM plays in the work environment. It introduces students to current HRM concepts, skills and practices, focusing on both theory and its practical application. Topics include: legislation, human resources issues, human resources planning, recruitment selection and retention, induction, training and development, performance and appraisal management.

# 2016-2017 SCHEDULE

| COURSE NUMBER AND TITLE                                  | SEMESTER    | START DATE     | END DATE      | DAY/TIME               |
|--|-------------|----------------|---------------|------------------------|
| CORG 420 Human Resources Management: Theory and Practice | Fall 2016   | Sept. 12, 2016 | Dec. 5, 2016  | Mon.<br>6-9 pm         |
| CENT 307 Creating a Business Plan                        | Fall 2016   | Sept. 15, 2016 | Dec. 8, 2016  | Thurs.<br>6-9pm        |
| CGMG 305 Managing in Public and Non-Profit Organizations | Winter 2017 | Jan. 9, 2017   | Feb. 20, 2017 | Mon., Thurs.<br>6-9 pm |
| CENT 305 Sales and Negotiations                          | Winter 2017 | Mar. 6, 2017   | Apr. 20, 2017 | Mon., Thurs.<br>6-9 pm |

## ADMISSION REQUIREMENTS

The program is aimed at First Nations, Inuit and Métis Peoples where:

- Applicants must hold a CEGEP diploma (DCS, DEC or equivalent) **OR**
- Applicants 21 years of age and older may be admitted as mature participants



# WHAT DOCUMENTS DO I SEND?

McGill School of Continuing Studies will provide the following forms for you to complete and send to us:

1. Your application form\* (to be completed once)
2. Your permanent code data form\* (to be completed once)
3. Your registration form\* (to be completed every time you register into a course)
4. Please send a copy of your (1) **Quebec Birth Certificate** OR (2) a copy of your **Indian Status Card** (front and back) and a **Band letter/Chief Solemn Declaration letter**

\*The Coordinator will assist participants in completing the documents.

## WHO SHOULD I CONTACT ABOUT THE PROGRAM AND SUBMIT MY DOCUMENTS TO?

### **Robyn Clarke - Project Assistant**

Career and Professional Development

McGill School of Continuing Studies, 688 Sherbrooke St. West, Suite 1140, Montreal, Quebec H3A 3R1

T 514-398-5055 | F 514-398-3108 | E cpdonline.scs@mcgill.ca

### **Pahren Tangye - Economic Development Officer**

**Cree Nation of Chisasibi**

P.O. Box 150, Chisasibi, Quebec J0M 1E0

E pahren@chisasibi.ca



**McGill**

School of  
Continuing Studies

688 SHERBROOKE ST. WEST, SUITE 1140, MONTREAL, QUEBEC H3A 3R1

T 514-398-6914 | F 514-398-3108

WWW.MCGILL.CA/CONTINUINGSTUDIES