

UNDERGRADUATE CERTIFICATE IN INDIGENOUS BUSINESS MANAGEMENT



SHAPE
YOUR
NATION'S
FUTURE



ONLINE
UNDERGRADUATE
CERTIFICATE



Special Thanks to



McGill

School of
Continuing Studies



Indigenous
Services Canada



UNDERGRADUATE CERTIFICATE IN INDIGENOUS BUSINESS MANAGEMENT

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Undergraduate Certificate in Indigenous Business Management





A FEW WORDS FROM THE TEAM

We proudly continue our tradition of high-quality, accessible, innovative, market-responsive education. We're committed to delivering rich academic and practical 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.

We invite you to discover the McGill experience.

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McGILL SCHOOL OF CONTINUING STUDIES





WHAT IS BUSINESS MANAGEMENT?

In the private and the public sector, the management of daily operations is an essential part of any successful organization.

The study of Indigenous Business Management allows you to develop core competencies such as accounting, project management, and marketing which will prepare you for a career in a large corporation, a private company, a small business, a financial institution, a government agency, or many other organizations.

Preparing for your Career in Certificate in Indigenous Business 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 the job market more and more competitive. This program is designed to help you gain the key transferable skills employers are looking for. In addition to essential business knowledge and skills, you will learn to think creatively and critically, express your views and ideas clearly, manage your time effectively, and work well independently and in teams.

The Certificate in Indigenous Business Management will jump start or advance the careers of First Nations, Inuit and Métis Peoples while allowing students to remain in their communities. With this education you can help shape your Nation's future.

Fact:

By 2026, 600,000 First Nations youth are expected to enter the Canadian job market.

Interesting Careers

In Business Management

- Manager in private small, medium, or large businesses
- Account Manager
- Business Management Consultant
- Organizational Analysis Consultant
- Operations Manager
- Administrative Coordinator
- Business Development
- Contract/Portfolio Manager
- Procurement Supervisor

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Undergraduate Certificate in Indigenous Business Management



YOUR CERTIFICATE

30 Credits

10 Required Courses

Time/Duration: 2 courses per semester; evenings from 6:00 p.m. to 9:00 p.m.

This program is intended for Indigenous students as a result of the need expressed by Indigenous community leaders. The 21st century demands multidisciplinary individuals, teams, communities and organizations. This program introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills. It will help develop the skills needed to create a business or effectively work in an established organization. Topics include: create a business plan, develop projects, communicate with confidence, effectively manage internal and external stakeholders, understand the fundamentals of how organizations operate within a social, political, and legal framework, and negotiate and manage conflict.

Our Program Promotes:

- ✓ Understanding the Indigenous Laws that influence today's business and government operations
- ✓ Building analytical problem-solving and critical thinking skills
- ✓ Working cooperatively and productively with others
- ✓ Developing business management knowledge and competencies
- ✓ Managing projects from start to finish to accomplish organizational objectives
- ✓ Managing people and data in organizations

► Admission Requirements:

All students are eligible to apply to the program, but priority will be given to First Nations, Inuit and Métis students. To be admitted to an Undergraduate Certificate in Indigenous Business Management:

Applicants must hold a CEGEP diploma (DCS, DEC or equivalent)

OR

Applicants who do not have the normal academic background for admission but are 21 years of age and older may be admitted as mature students

OR

Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program (a copy of the certificate must be provided).

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COURSE DESCRIPTIONS

CORG 225

FALL 2019

CREDITS: 3

Foundation of Organizational Behaviour and Administration

This course covers diverse theories and applications such as perception, motivation, decision-making, team dynamics, negotiation, conflict management, leadership, and organizational culture. Levels of analysis are on the individual, team and organizational level.

CACC 220

FALL 2019

CREDITS: 3

Accounting Concepts For Managers

This course covers concepts in managerial and financial accounting, develops an understanding of cost behaviour, budgeting and financial statements, and provides practice in financial decision-making skills.

CLW 300

WINTER 2019

CREDITS: 3

Public Administration and Law for Indigenous Peoples

This course focuses on the development, implementation and administration of government policies 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 and regulations governing these practices, and ways to develop effective relationships with industry and government.

CCOM 205

WINTER 2019

CREDITS: 3

Communication for Management

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

SUMMER 2019

CREDITS: 3

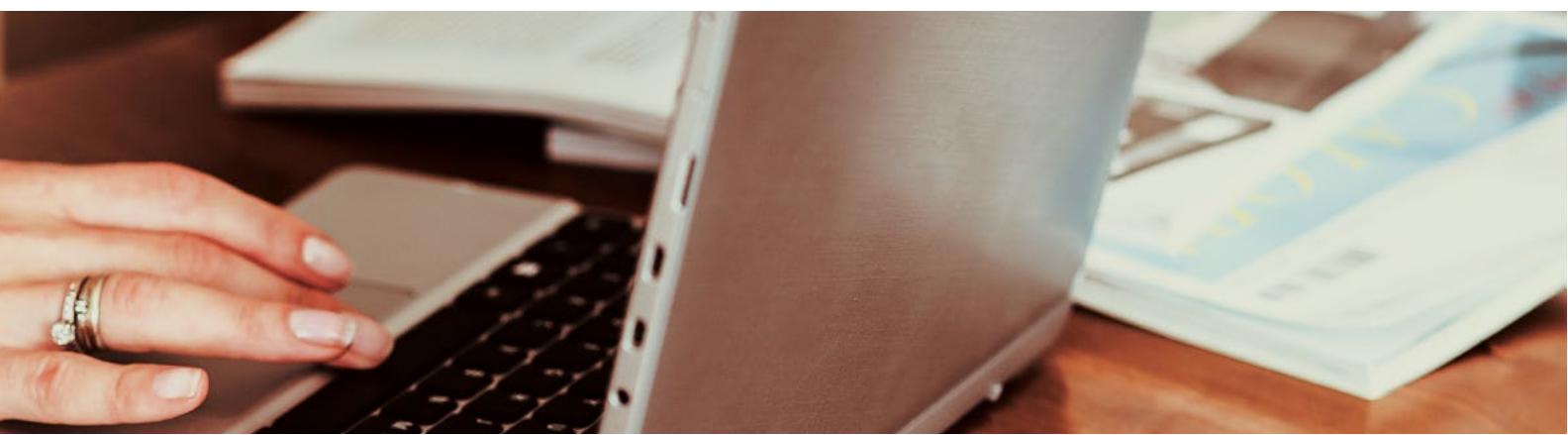
Sales and Negotiations

Skills necessary to sell your business vision and its products and services in a competitive marketplace. Focus on specific strategies and techniques to convince all stakeholders of your company's value proposition. In addition, skills needed to negotiate win-win business arrangements are developed and practiced.

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Undergraduate Certificate in Indigenous Business Management





CENT 307

FALL 2019

CREDITS: 3

Creating a Business Plan

The importance of creating a business plan for entrepreneurs is discussed. The elements of a solid plan and components that should be included are explained. The foundations of preparing a tailored business plan and the key to making an effective presentation are also covered.

CGMG 282

FALL 2019

CREDITS: 3

Introduction to Business

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 210

WINTER 2019

CREDITS: 3

Fundamentals of Project Management

Fundamental principles and best practices of project management essential to the successful development of projects or other complex undertakings within an organization; includes methods for defining, planning, and scheduling activities and resources.

CGMG 305

WINTER 2019

CREDITS: 3

Managing in Public and Non-Profit Organizations

This course provides learners with the knowledge, competencies and aptitudes necessary for managing and leading both private businesses and organizations in the not-for-profit sector. Topics include governance, community services, community systems, management vs leadership style, and understanding the differences between strategic and operational planning, with an emphasis on financial and human resource management.

CORG 420

SUMMER 2019

CREDITS: 3

Human Resource Management: Theory and Practice

Topics include: human resources planning, job analysis and design, recruitment selection and retention, training, performance management, organizational development and change, compensation and benefits, labour relations, legal issues, and strategic issues and challenges in HRM.

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McGill School of Continuing Studies



WHAT IS AN INTEGRATED BLENDED-ONLINE PROGRAM?

Definitions:

- ② **Live-Online:** Each class is delivered entirely online and is led by one or more course lecturers using live virtual conferencing.
- ② **Self-Directed Online:** This model allows students to learn at their own pace, autonomously, without the intervention of a course lecturer or tutor.
- ② **Integrated Blended-Online:** This style of delivery combines live-online and self-directed online courses allowing for the flexibility of a digital classroom with the dynamics of a traditional one.

► How:

- ✓ Half of your classes will meet **live online**, and the other half you will **complete independently**.
- ✓ Students take **two classes simultaneously**, and assignments and assessments are integrated.
- ✓ Students can choose to book **video conference meetings** with their course lecturers for a more individualized learning experience.
- ✓ **Teamwork** with classmates will encourage using innovative technology and skills that are useful for working remotely.
- ✓ **Live classes** will help students to synthesize information.



► GET UP-TO-DATE
COURSE MATERIAL



► GET IN CONTACT WITH
A COURSE LECTURER

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Undergraduate Certificate in Indigenous Business Management

CHOOSING A CONTEMPORARY APPROACH TO LEARNING



DEVELOP
► principles
and methods



LEARN
► to manage



BUILD
► best
practices

Why Enroll in Our Integrated Blended-Online Program?

- ✓ **The flexibility** to take courses from the comfort of your home, workplace or community
- ✓ **The opportunity** to learn from practitioners in the field, whose focus on transmitting their expertise bridges the gap between higher education and the workplace
- ✓ **The advantage** of saving on travel and relocation expenses
- ✓ **The convenience** to complete the program part-time without leaving your job

Fact:

Blended programs reportedly contribute to a higher student success rate than both physical classrooms and fully online programs.

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HOW TO APPLY TO ONLINE PROGRAM

► You can apply for a program online. It's quick, simple and secure.

1. Choose a program of study.

Note: If you wish, you can apply to two programs to be followed concurrently, provided they are at the same level and offered by the same department.

2. Review the admission requirements for the program you have selected and gather all necessary documentation.

Note: All students applying to Career and Professional Development programs must be **proficient in English**. To be admitted to a graduate level program, you must have an undergraduate degree.

3. Ensure you have a credit card (Visa or Mastercard) for the non-refundable application fee. The fee must be paid online to submit your application.

For admission to **Winter 2020** and onwards: \$89.52 CAD.

Apply now

4. Upon completing your online application, you will receive a confirmation email with a McGill ID number and a 6-character PIN (Personal Identification Number).

5. Within 24 - 48 hours after receiving your e-mail confirmation, you can track the status of your application and upload your supporting documents, including transcripts (if applicable), by signing into **Minerva** (McGill's online student information system).

6. Ensure that you have uploaded all required supporting documents, as per the admission requirements of your chosen program.

7. Wait for your response. You can check the status of your application at any time using **Minerva**.

8. Once your file has been reviewed and a final decision has been made, admitted students will receive a "Letter of Admission" confirming the program that you have been admitted to, along with registration instructions. You can then register for your courses online during the appropriate registration period.

***If you are registering online for ONLINE courses, please ensure that your section code ends with a "4," this determines that your class is online.

If you are unsure of what classes to take, please email cpdonline.scs@mcgill.ca for more details on what is being offered this semester, and please let us know if you require assistance.

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OUR SUPPORT RESOURCES

Students enrolled in the program have access to the following support:

A NORTHERN COORDINATOR

will work closely with McGill University to oversee course administration. The Coordinator will collect your application forms, registration forms, and supporting documents to send to McGill.

TECHNICAL SUPPORT

is available for both students and course lecturers during classes.

A DEDICATED ADVISOR

at the School of Continuing Studies is available to meet with students online to discuss all aspects of their education.



Who Should I Contact?

McGill School of Continuing Studies

Career and Professional Development
(Credit Programs)
688 Sherbrooke St. West, Suite 1140
Montreal, QC, H3A 3RI

Tel: 514-398-5055
Fax: 514-398-3108
Email: cpdonline.scs@mcgill.ca

mcgill.ca/continuingstudies



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GROW**