



## Certificate in Accounting and Finance

### Prepare for a Career in the Accounting Profession at McGill

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The Certificate in Accounting and Finance program is an undergraduate-level certificate program which is intended to provide students with professional competencies and skills in applied accounting and finance that will enhance their career prospects in related fields.

Be among a select group of professionals in a stimulating and challenging career. Whether you want to work in public practice, at an accounting and finance firm, in business, in industry or in government, the accounting profession offers you a variety of rewarding career options. You can utilize the knowledge and skills obtained in a variety of different industries such as sports, entertainment, finance, technology or travel.

You will be able to practice your profession in any of the following areas:

- Accounting and business planning
- Tax planning and preparation
- Controllership services
- Systems Advice and Implementation
- Financial planning
- Financial reporting
- Accounting and Finance
- Budget Analysis

**Note: This program is effective as of Fall 2020.**

## The Program

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The Certificate in Accounting and Finance is a 30-credit program, which consists of (two external pre-requisite courses) 10 required courses.

Classes are offered once a week for 13 weeks and are generally from 6 p.m. to 9 p.m. Some course(s) may be offered on Saturday during the day. 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 certificate's program requirements are:

**Note:** CMSC 000 Foundations of Mathematics is an external pre-requisite to the program. CMSC 000 is a pre-requisite to CMSC 101 Mathematical Tools for Management Professionals, and must be completed (with a minimum grade of 65) before CMSC 101 can be taken. Students may apply for Advanced standing at the time of admission or they may take an Exemption by Examination Test (if available).

### External Pre-requisite to the Program:

CMSC 000 Foundations of Mathematics *	(0 credits)
CMSC 101 Mathematical Tools for Management Professionals *	(3 credits)

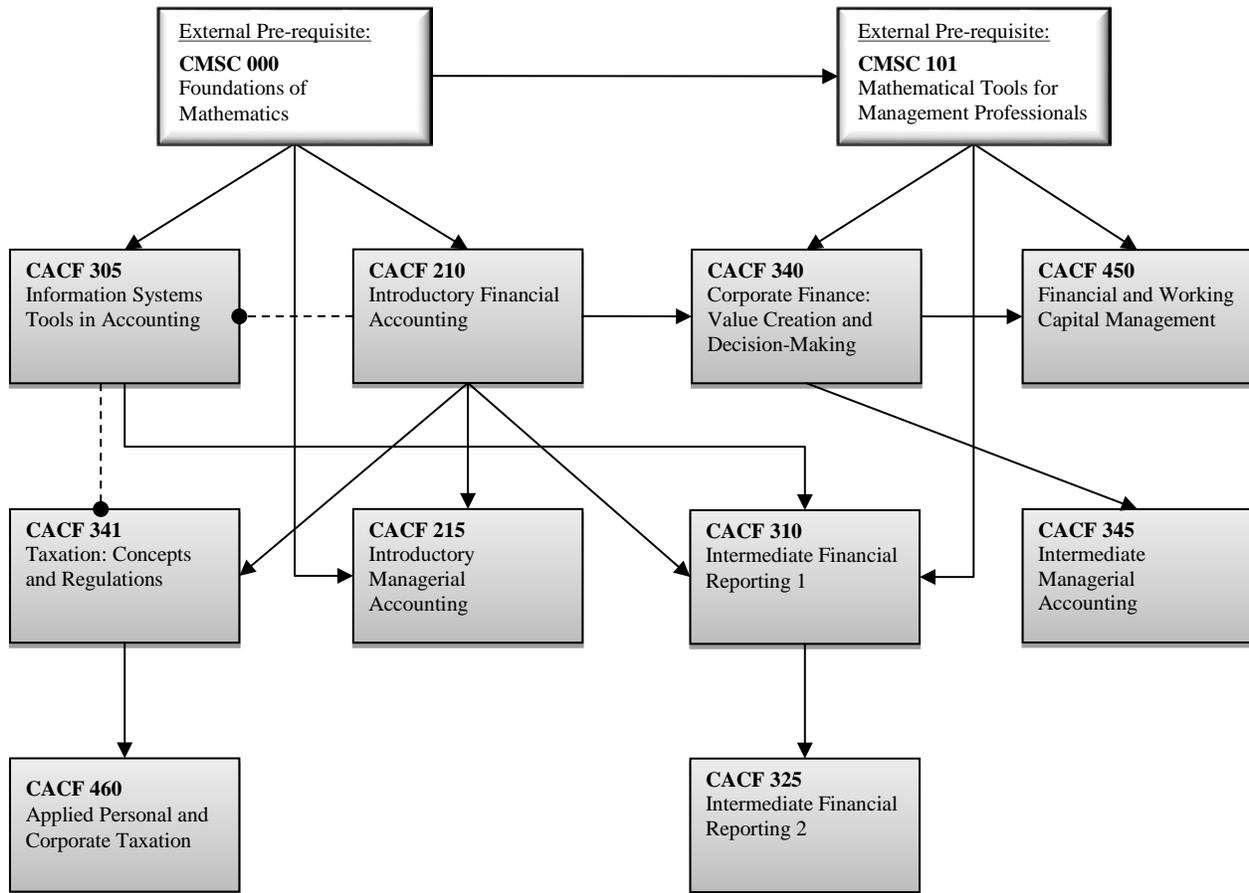
\* Or the Exemption by Examination Test

### Required Courses (30 credits):

CACF 210 Introductory Financial Accounting	(3 credits)
CACF 215 Introductory Managerial Accounting	(3 credits)
CACF 305 Information Systems Tools in Accounting	(3 credits)
CACF 310 Intermediate Financial Reporting 1	(3 credits)
CACF 325 Intermediate Financial Reporting 2	(3 credits)
CACF 340 Corporate Finance: Value Creation and Decision-Making	(3 credits)
CACF 341 Taxation: Concepts and Regulations	(3 credits)
CACF 345 Intermediate Managerial Accounting	(3 credits)
CACF 450 Financial and Working Capital Management	(3 credits)
CACF 460 Applied Personal and Corporate Taxation	(3 credits)

# Course Sequence

## Certificate in Accounting and Finance



**NOTE:**

Required Course

External Pre-requisite

→ Pre-requisite to course

- - - ● Co-requisite to course

\* Note: Please refer to course description for additional pre-requisites.

To obtain information on course offerings, please refer to the interactive timetable at:  
<https://cce.mcgill.ca/itimetable/CPD/ProgramDetails/108>

## Course Descriptions

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### **CACF 210 Introductory Financial Accounting (3 credits)**

Pre-requisite: CMSC 000 (or the Exemption by Examination Test)

Introduction to basic financial statements. Topics include: moving through the accounting cycle and the notion of debit and credit; how to measure and report financial transactions and apply accounting theory; financial statement analysis and how to make better business decisions based on sound analysis.

### **CACF 215 Introductory Managerial Accounting (3 credits)**

Pre-requisites: CACF 210 and CMSC 000 (or the Exemption by Examination Test)

Introduction to the accounting needs of managers. Topics include: key concepts and practices of management accounting and how they can be used to improve business performance and decision-making; types of cost-accounting systems; patterns of cost behaviour; problems related to cost determination, allocation, budgeting and control; and identifying, classifying and summarizing costs and expenses.

### **CACF 305 Information Systems Tools in Accounting (3 credits)**

Co-requisite: CACF 210

Pre-requisite: CMSC 000 (or the Exemption by Examination Test)

An introduction to the role of computer information systems in organizations as applied to accounting. Topics include: transaction processing fundamentals, major business processing cycles, internal control management systems, accounting information systems security and audit. Includes the use of accounting software.

### **CACF 310 Intermediate Financial Reporting 1 (3 credits)**

Pre-requisites: CACF 210, CACF 305 and CMSC 101 (or the Exemption by Examination Test)

Course focuses on the reporting and analysis of financial information with statements and using key accounting principles. Topics include: interpretation of financial statements, examination of the notes that accompany the financial statements; recording and use of analytical tools such as financial-ratio analysis.

### **CACF 325 Intermediate Financial Reporting 2 (3 credits)**

Pre-requisite: CACF 310

An in-depth review of the Income Statement components including revenues, expenses, related-party transactions and other measures derived from the income statements. The course provides a deeper examination of the notes that accompany financial statements in annual reports and are integral to the understanding of the financial position of companies.

### **CACF 340 Corporate Finance: Value Creation and Decision-Making (3 credits)**

Pre-requisites: CACF 210 and CMSC 101 (or the Exemption by Examination Test)

A brief overview of the fundamentals of finance from a corporation's perspective. It provides the framework, concepts and tools for analyzing investments and financial decision-making by a corporation. Other topics include consideration of alternative methods to optimize the firm's assets and added-value.

### **CACF 341 Taxation: Concepts and Regulations (3 credits)**

Co-requisites: CACF 305

Pre-requisites: CACF 210

Focus on understanding the conceptual structure of the Income Tax Act and its administration. The course covers the key elements of taxation for individuals and corporations, including income from

employment, business and property; capital gains and losses; shareholder benefits; tax planning; international taxation; deductions from income; and calculating taxable income and tax due.

**CACF 345 Intermediate Managerial Accounting (3 credits)**

Pre-requisite: CACF 340

The course explores the risk controls, costs, economic concepts and other considerations in performance management that needs to be taken into account when making operational decisions. Introduction to the most widely used methodologies in managing organization performance systems.

**CACF 450 Financial and Working Capital Management (3 credits)**

Pre-requisites: CACF 340 and CMSC 101 (or the Exemption by Examination Test)

Traditional concepts of liquidity, collections, disbursements, company-bank relationships, cash forecasting, and short-term investing and financing, which provide an understanding of the role of working capital management in the operations of a firm.

**CACF 460 Applied Personal and Corporate Taxation (3 credits)**

Pre-requisite: CACF 341

Focus on the structure of the Canadian tax system, and the income tax filings to be completed by individuals and corporations outlining sources of taxable income and allowable deductions.

**CMSC 000 Foundations of Mathematics (0 credits)**

Pre-requisite: None

First-degree equations and applied word problems, polynomials, factoring, fractions, exponents, roots and radicals, inequalities, quadratic equations and functions, composite and inverse functions, arithmetic and geometric sequences and series.

*Please note that the minimum grade of 65 is required to successfully complete this course.*

**CMSC 101 Mathematical Tools for Management Professionals (3 credits)**

Pre-requisite: CMSC 000 (or the Exemption by Examination Test)

Exponential and logarithmic functions and equations, mathematics of finance, permutations and combinations, introduction to probability, limits and derivatives with applications, matrices and systems of linear equations.

*Please note that the minimum grade of 65 is required to successfully complete this course.*

## Admission Requirements

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To be admitted to the Undergraduate Certificate in Accounting and Finance:

- 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);
- Meet and provide proof of English proficiency.

## Admission Procedures

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To **APPLY** to the *Certificate in Accounting and Finance* online please follow the steps below:

### STEP 1:

- Go to <https://www.mcgill.ca/continuingstudies/undergraduate-certificates-graduate-certificates-and-diplomas>

### 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 “Apply now” and then it will take 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](http://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: <https://mcgill.ca/continuingstudies/legal-documents>.  
(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 below).

#### 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 McGill University 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 H3A 3R1  
Canada

- **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 University has received all of the required documents.
- **Note:** All required documents received by McGill University's 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

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- The **language of instruction** for most courses and programs at McGill University 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.

<https://www.mcgill.ca/continuingstudies/language-policy>

## Exemption by Examination

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Students admitted to a Certificate, Diploma Graduate Certificate or Graduate Diploma program requiring a pre-requisite or co-requisite course, must provide proof that they have taken and successfully passed an equivalent 3 credit course with the requisite grade as per McGill University's requirements, 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:

<https://www.mcgill.ca/continuingstudies/recognition-prior-learning>

## Student Awards and Financial Aid

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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.

<https://www.mcgill.ca/continuingstudies/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.

<https://www.mcgill.ca/continuingstudies/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.

<https://www.mcgill.ca/continuingstudies/graduating-students>