



Certificate 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.



Business Management graduates are in high demand worldwide. This program exposes students to a variety of solid courses designed to develop the core competencies that are instrumental in a career at a large corporation, private company, small business or public institution.

Kamal S. Salmasi, Ph.D., D.P.A., M.B.A.
Academic Program Coordinator, Management, International Business &
Entrepreneurship



McGill

School of
Continuing Studies

École
d'éducation permanente

Dear Students,

In response to our students' needs and new developments in the industry, I am pleased to announce that we have redesigned our Certificate in Management program.

This new design is a result of McGill SCS's effort to enhance our students experience and career prospects in today's competitive business environment. With the changing nature of market trends, employers are increasingly demanding more from employees, the Certificate in Management prepares and provides students with tools for the advancement in the industry.

Our program exposes students to a variety of courses designed to develop core competencies in accounting, economics, marketing, big data and finance – disciplines that are instrumental in a career at a large corporation, private company, financial or public institution.

McGill SCS offers a wealth of knowledge and opportunities for you to gain much more than your valuable Certificate in Management. We have strong connections with many organizations, and provide chances for you to network and acquire useful connections to enable you to enhance your student experience and increase your chances of employment.

We provide ideal facilities in an international learning setting for you to forge strong connections with colleagues and lecturers whilst at McGill SCS and after graduation. As part of McGill SCS alumni, you will remain part of this exciting and active network long after you graduate.

At McGill's SCS you will gain many of the key transferable skills employers are looking for. You will be taught to think creatively and critically, express your views and ideas clearly, manage your time effectively, and work well independently and in teams.

Thank you for visiting our webpage and please do not hesitate to contact me if you have any questions.

Warmest regards,

K. S. Salmasi

Increase Your Opportunities for Advancement by Completing a McGill Certificate 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 Certificate in Management will give you that leading edge and pave the way to a number of career opportunities. The completion of this Certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (C.I.M.).

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

- Our program 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.

Please note:

This program is effective as of Fall 2019.

If you were admitted prior to Fall 2019, please follow the Study Plan which you were provided with at the time of your admission.

The Program

The Certificate in Management is a 30-credit program which consists of 1 co-requisite, 8 required courses and 2 complementary courses.

Classes are offered once a week for 13 weeks and are generally from 6 p.m. to 9 p.m. during the week, or on Saturdays 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.

N.B. 1: CMSC 000 is an external pre-requisite to the program. CMSC 000 is a pre-requisite to CMSC 101 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 Test¹.

The certificate's program requirements are:

Co-requisite²:

CMSC 101 Mathematical Tools for Management Professionals
(or the Exemption by Examination Test¹)

8 Required courses (24 credits):

CACF 210 Introductory Financial Accounting
CACF 340 Corporate Finance: Value Creation and Decision-Making
CCOM 205 Communication in Management 1 ▼
CGMG 282 Introduction to Business ▼
CMRK 200 Fundamentals of Marketing ▼
CMSC 310 Managerial Economics and Analysis
CMSC 320 Business Statistics
CORG 225 Foundations of Organizational Behaviour and Administration ▼

2 Complementary Course (6 credits):

CCCS 280 Introduction to Computer Information Systems
CCLW 205 Introduction to Business Law ▼
CGMG 210 Fundamentals of Project Management
CGMG 319 International Business Practices
CGMG 445 Ethical Issues in Business Practices
CORG 420 Human Resources Management: Theory and Practice
CPAG 410 Strategic Planning and Implementation ▼
ECON 295 Macroeconomics Policy

▼ Requirement for the C.I.M.³.

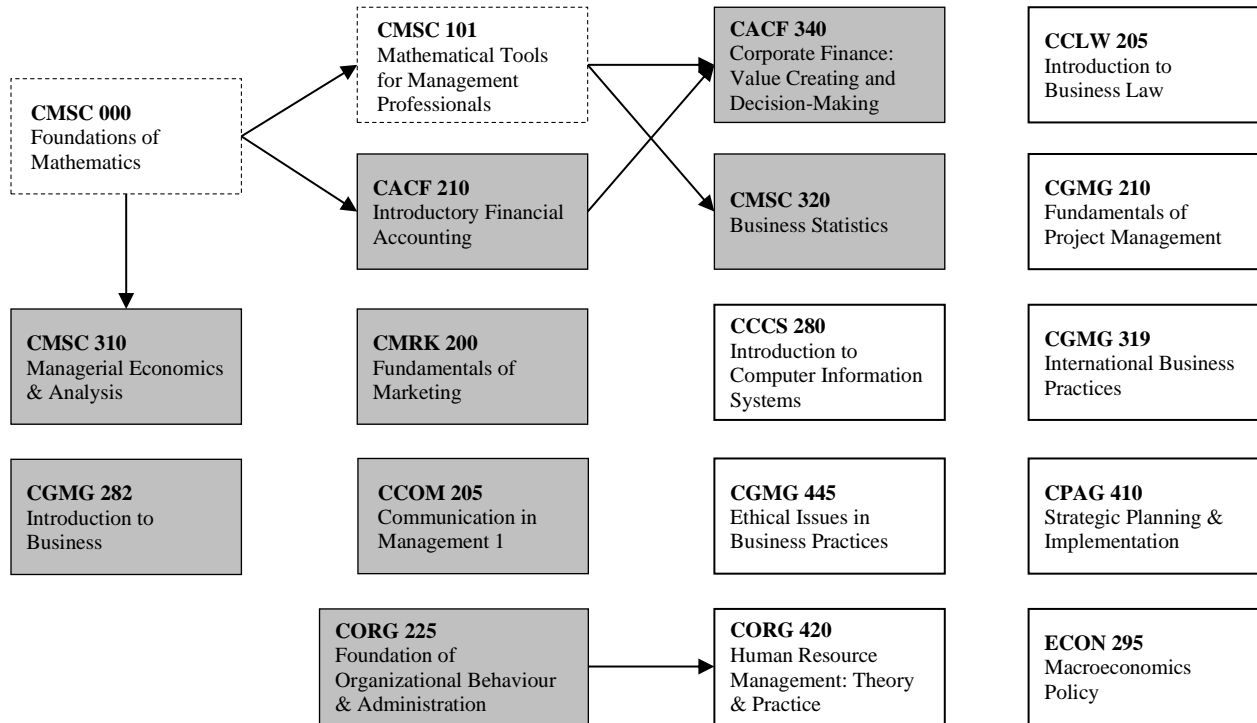
¹ For more information on how to obtain course exemption by the means of a challenge exam, please consult the Exemption by Examination form available on our website at: <https://www.mcgill.ca/continuingstudies/recognition-prior-learning>

² Co-requisite: This refers to academic course requirements that must be completed in the first semester.

³ Please check CIM.ca for all the comprehensive list of required courses.

Course Sequence

Certificate in Management



NOTE:

Required Course

Complementary Course

Co-requisite or Pre-requisite to Program

→ Pre-requisite to course

To obtain information on course offerings, please refer to the interactive timetable at <https://cce.mcgill.ca/itimetable/CPD/ProgramDetails/111>

Course Descriptions

CACF 210 Introductory Financial Accounting (3 credits)

Pre-requisites: CMSC 000 Foundations of Mathematics or 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 340 Corporate Finance: Value Creation and Decision-Making (3 credits)

Pre-requisites: CMSC 101 and CACF 210

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.

CCCS 280 Introduction to Computer Information Systems (3 credits)

Pre-requisites: None

An introduction to the role of computer information systems in modern society and organizations. Topics include: current trends in information systems, decision support systems, social media, business process improvements and competitive advantage, database technology, e-business and the digital economy, knowledge management, telecommunications and networking.

CCLW 205 Introduction to Business Law (3 credits)

Pre-requisites: None

Restriction: Not open to students who have taken or are taking BUSA 364.

An examination of legal concepts that may influence business operations. The fundamentals of Civil and Common Law; the principles of contract law; specific contracts like sale, consumer protection, mandate, lease, and employment; civil and professional liability; debtor - creditor relations and bankruptcy; tort and negligence; ethics and professional conduct are some of the topics to be covered along with court judgments.

CCOM 205 Communication in Management 1 (3 credits)

Pre-requisites: None

Continuing Studies: requirement for the EA, AAC, and the Canadian Institute of 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.

CGMG 210 Fundamentals of Project Management (3 credits)

Pre-requisites: None

Restrictions: Open to students currently in a program.
Not open to Special Students.

Fundamental principles and best practices of project management is 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 282 Introduction to Business (3 credits)

Pre-requisites: 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. (*This course is required by students fulfilling the C.I.M. requirements*).

CGMG 319 International Business Practices (3 credits)

Pre-requisites: None

Restriction: Not open to students who have taken MGCR 382.

An introduction to the internal and external contextual factors that influence business forecasting and decision-making in international spheres/environments. Topics include ethical and practical strategies for conducting international business; trade policies; global trends; economic growth patterns; foreign exchange risk and organizational/governmental factors that influence international business. Real world examples as well as case studies are extensively used.

CGMG 445 Ethical Issues in Business Practices (3 credits)

Pre-requisites: None

Restriction: Advanced student.

Not open to students who have taken or are taking MGPO 450.

An exploration of the ethical implications of business practices. Topics reviewed include the evaluation of ethical issues; the integration of ethical decision-making tools in business; corporate social responsibility; ethical implications for management and leadership and self-evaluation techniques for improving ethical practices. Real world case studies are extensively used.

CMRK 200 Fundamentals of Marketing (3 credits)

Pre-requisites: None

Restriction: Not open to students who have taken MGCR 352.

Fundamental theories and principles of strategic marketing. Role of the marketing professional in the corporate environment. Applications of marketing practices to new businesses. Development of a marketing plan.

CMSC 000 Foundations of Mathematics (12 CE units)

Pre-requisites: 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 a minimum grade of 65 is required to successfully complete this course.

CMSC 101 Mathematical Tools for Management Professionals (3 credits)

Pre-requisites: CMSC 000 Foundations of Mathematics or 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.

CMSC 310 Managerial Economics and Analysis (3 credits)

Pre-requisite: CMSC 000 Foundations of Mathematics or Exemption by Examination Test

Restriction: Not open to students who have taken or are taking MGCR 293.

An overview of the economic theories as well as the internal and external economic factors that influence business so as to apply and understand managerial decision-making tools. Consideration will be paid to foundational topics such as theories of supply and demand; consumer behaviour; production, cost and pricing strategies; market structures; and optimization techniques.

CMSC 320 Business Statistics (3 credits)

Pre-requisite: CMSC 101 or Exemption by Examination Test

Restriction: Not open to students who have taken or are taking MGCR 273.

An overview of descriptive statistics, probability, random variables, binomial, Poisson, normal distributions, sampling distribution of the mean, estimation, hypothesis testing, analysis of variance, tests of goodness of fit, linear and multiple regression, non-parametric statistics. Business and management case studies will be used.

CORG 225 Foundation of Organizational Behaviour and Administration (3 credits)

Pre-requisites: None

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.

CORG 420 Human Resource Management: Theory and Practice (3 credits)

Pre-requisites: MGCR 222 or 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: 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.

CPAG 410 Strategic Planning and Implementation (3 credits)

Pre-requisites: None

Theory and practice of strategic management required to facilitate strategic thinking and planning in organizations in response to changing conditions. Topics in stakeholder analysis; transforming strategic plans into policies and programs, assessing organizational performance, deploying resources, quality control, strategic communication, planning, problem solving, progress assessment; completion and evaluation.

ECON 295 Macroeconomics Policy (3 credits)

Co-requisites: MGCR 293

Continuing Studies: Requirement for CMA, CGA, I.C.B., the EA of AACI, and the CRA.

Not open to full-time day students.

This applied macroeconomics course focuses on current and recurrent macroeconomic issues important in understanding the public policy environment in which firms make their decisions. Topics include national accounts; national income determination; economic growth and fluctuations; money, monetary policy and financial markets; international trade and finance.

Admission Requirements

To be admitted to an Undergraduate Certificate in 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).

Admission Procedures

To apply to the *Certificate in Management* online please follow the steps listed 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) (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

- 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

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 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

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>

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:

National Council of the Canadian Institute of Management

15 Collier Street

Lower Level, Barrie, ON L4M 1G5

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E-mail address: office@cim.ca

Website: <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

