



# Diploma in Management: General

## Contents

---

Increase Your Opportunities for Advancement by Completing a McGill Diploma in Management .....	2
How Can a McGill Program Prepare You for a Career in Management? .....	2
The Program .....	3
Course Sequence .....	4
Course Descriptions.....	5
Professional Associations .....	8
Admission Requirements .....	8
Admissions Procedures .....	9
Helpful Tips for Applying .....	10
Language Requirements.....	11
Exemption by Examination.....	11
Student Awards and Financial Aid.....	12
Contact .....	12

---

**Career and Professional Development**  
 McGill School of Continuing Studies  
 688 Sherbrooke St. W.  
 Montreal, QC, Canada H3A 3R1  
 Tel: (514) 398-6200 Fax: (514) 398-3108  
 E-mail: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)  
 Web: <http://www.mcgill.ca/continuingstudies/>

**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.

## **A message from Dr. Kamal S. Salmasi, Area Coordinator for the Management, International Business and Entrepreneurship programs**

---



Business Management graduates are in high demand worldwide. This program exposes students to a variety of courses designed to develop core competencies which 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.  
Area Coordinator: Management, International Business & Entrepreneurship



Dear Students,

In response to the needs of the marketplace and new developments in industry, I am pleased to announce that we have redesigned our graduate-level Diploma in Management program for the 2016-2017 academic year.

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

Our program exposes students to a variety of enriched 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, and financial or public institution.

You will also acquire 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.

McGill SCS offers a wealth of knowledge and opportunities for you to gain much more than a Diploma in Management. We provide ideal facilities in an international learning setting for you to forge strong connections with colleagues and instructors 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.

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 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).

## The Program

---

The Diploma in Management (General) is a 30-credit program which consists of 1 co-requisite course, 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.

**N.B. 1:** CMSC 000 Foundations of Mathematics is an external pre-requisite to the program. CMSC 000 is a pre-requisite to CMS2 500 Mathematics for Management and must be completed before CMS2 500 can be taken. Students may apply for Advanced standing at the time of admission, or they may take an Exemption by Examination Test<sup>2</sup>.

The Diploma's program requirements are:

**Co-requisites<sup>1</sup>:**

CMS2 500 Mathematics for Management  
(or the Exemption by Examination Test<sup>2</sup>)

**7 Required courses (27 credits):**

CACC 520 Accounting for Management  
CCFA 520 Theory of Capital Structure and Corporate Finance 1  
CEC2 532 Business Economics  
CMR2 542 Marketing Principles and Applications  
CMS2 521 Applied Management Statistics  
CMS2 527 Business Intelligence and Analytics  
CORG 551 Behaviour in Organizations

**3 Complementary courses choose from (9 credits):**

CCLW 511 Law 1  
CGM2 510 Project Management: Tools and Techniques  
CMIS 541 Information Systems for Managers  
CMS2 515 Operations Management  
CORG 555 Strategic Human Resources Management  
CPL2 510 Communication and Networking Skills  
CPL2 524 Introduction to International Business  
CPL2 552 Strategic Management

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

**IMPORTANT NOTE:**

This program is EFFECTIVE as of Winter 2021.

If you were admitted PRIOR to Winter 2021, please follow the STUDY PLAN which you were provided with at the time of your admission.

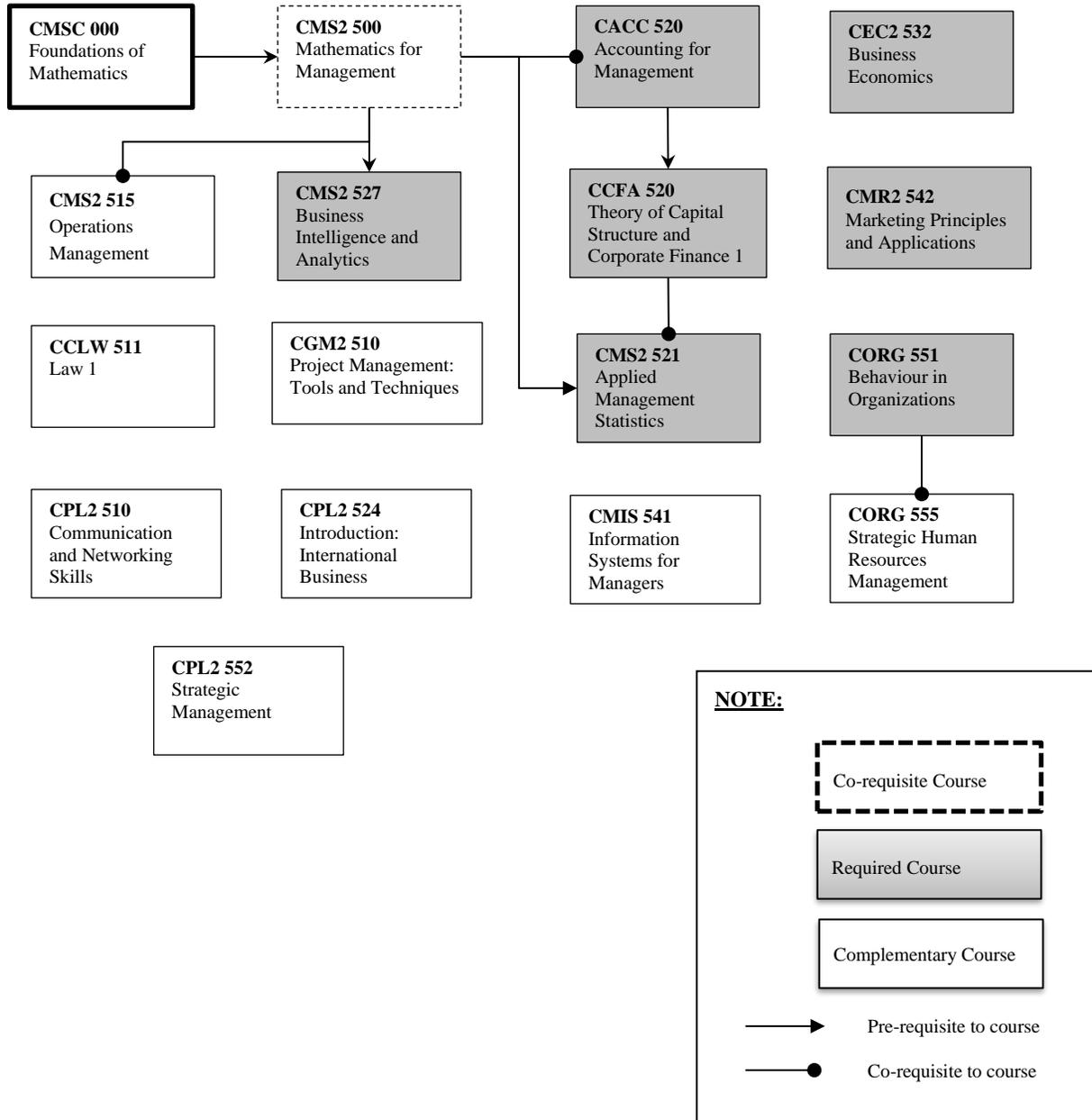
---

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

<sup>2</sup> 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: <http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination>.

# Course Sequence

## Diploma in Management: General



To obtain information on course offerings, please refer to the interactive timetable at:  
<https://cce.mcgill.ca/itimetable/cpd/ProgramDetails/132>

## Course Descriptions

---

### **CACC 520 Accounting for Management**

**(3 credits)**

Co-requisite: CMS2 500

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.

### **CCFA 520 Theory of Capital Structure and Corporate Finance 1**

**(3 credits)**

Co-requisite: CMS2 521

Pre-requisite: CACC 520

This course introduces students to the liabilities and shareholders' equity section of the balance sheet. The optimal balance between debt and equity given the company's sector operations and the economy are analyzed. Furthermore, corporate finance topics including net present value, project finance, and others are reviewed in depth to help prepare students for the Level 1 CFA exam.

### **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.

### **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 policies.

### **CGM2 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.

### **CMIS 541 Information Systems for Managers**

**(3 credits)**

Pre-requisites: None

Introduces the importance of Information Systems (IS) in organization 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 market institutions. Lectures and case studies on an individual basis and/or involving team work will be used.

**CMS2 500 Mathematics for Management****(3 credits)**

Pre-requisite: CMSC 000 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 515 Operations Management****(3 credits)**

Pre-requisite: CMS2 500 or the Exemption by Examination Test

Introduction to decisions and trade-offs associated with production of goods and services. Topics include technology planning (production process), design of production systems (capacity and location planning), control issues (production planning and inventory control, MRP/JIT, scheduling, quality and reliability and distribution planning), design for manufacturability, management of new technology (FMS, group technology and robotics) and management of services operations.

**CMS2 521 Applied Management Statistics****(3 credits)**

Pre-requisite: CMS2 500 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.

**CMS2 527 Business Intelligence and Analytics****(3 credits)**

Pre-requisite: CMS2 500 or the Exemption by Examination Test

This course provides a managerial and technical focus on computational and business techniques which can help to identify new business opportunities and transform an organization's future by optimizing operational and strategic decision making.

**CMSC 000 Foundations of Mathematics****(3 credits)**

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.

**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.

**CORG 555 Strategic Human Resources Management****(3 credits)**

Co-requisite: CORG 551

Linking HRM and business strategy; role of HR in the organization and alignment with strategic management. Overview of HR functional areas and the competencies required to become a successful HR professional; impact of HR policies, processes and practices on employees, teams and organizations, including legal and ethical implications.

**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 524 Introduction: International Business****(3 credits)**

Pre-requisites: None

This course deals with fundamental international business issues: the international business environment, foreign exchange risk, multinational corporations, international organizations, international sources of financing, international marketing policies, essential factors to be considered when entering foreign markets (licensing and exporting) and international management.

**CPL2 552 Strategic Management****(3 credits)**

Pre-requisites: None

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.

## 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](mailto: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](http://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 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](http://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.

# Admissions Procedures

---

## STEP 1: PREPARE

1. Choose the program (certificate, diploma, graduate certificate or graduate diploma) you would like to apply to.
2. Verify the **Application Deadlines** to ensure that you submit your application in time.
3. Ensure you have a valid email address and credit card on hand to pay for the application fee (Visa, Master Card or America Express).
4. From the **list of programs**, click on the program you would like to apply to.
5. Review the admission requirements for the program to ensure you meet the criteria.
6. Ensure you have all necessary documentations required for your application as indicated in the “Documents Required” section.

## STEP 2: APPLY

1. Click “Apply Now” at the top of the program page or go to <https://mcgill.ca/x/4Um> and click “Apply Now”.
2. If you have a Login ID and PIN, enter them now, or if not, create one and log in.
3. Click on “Begin New”.
4. Enter the information requested and click “Continue”.
5. When asked, “What are you applying for at McGill?”, click on “Continuing Studies”.
6. On the next page, select the program you would like to apply to.
7. Complete the rest of the application with all required information and submit.
8. You will receive a confirmation email providing you with a McGill ID number and a PIN. Within 24-48 hours, you will be able to log in to **Minerva** ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)).

## STEP 3: UPLOAD SUPPORTING DOCUMENTS

Once you have access to Minerva, upload your supporting documentation as per the admission requirements of your chosen program.

- 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).

- **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.

## STEP 4: VERIFY ADMISSION STATUS

Once a decision has been made, admitted students will receive a “Letter of Admission” along with registration instructions.

### Difficulty Applying Online?

If you have any problems with your online application, or if you have questions regarding admission requirement and procedures, contact Client Services (<https://www.mcgill.ca/continuingstudies/client-services>).

## Helpful Tips for Applying

---

### **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, 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 at another approved institution or have successfully completed the Exemption by Examination test.

- 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.

**To be eligible to write the Exemption by Examination test, you must have applied to or been admitted into a program.** (The test is optional).

For more information visit: <https://www.mcgill.ca/continuingstudies/recognition-prior-learning>

## Student Awards and Financial Aid

---

### **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 University Scholarships, please consult McGill University's 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 McGill University's School of Continuing Studies website by clicking on the link below.

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

### **Aide financière aux études (AFE)**

As a credit-bearing program, this program is eligible for financial aid through the Quebec Government.

<https://www.quebec.ca/education/aide-financiere-aux-etudes/>

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.

## Contact

---

McGill University  
School of Continuing Studies

688, Sherbrooke St. West, Suite 1140  
Montreal, QC, H3A 3R1

### **Program information**

Tel. 514-398-6200  
Fax: 514-398-2650

[info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)