



Indigenous *Business Management*

Online Undergraduate Certificate

Special thanks to



Indigenous
Services Canada



McGill

School of
Continuing Studies

Indigenous *Business Management*

CONTENTS

- | | |
|-----------|--|
| 03 | Our Team |
| 04 | What Is Business Management? |
| 05 | Undergraduate Certificate in
Indigenous Business Management |
| 06 | Program and Course Descriptions |
| 08 | What Is a Blended-Online Program? |
| 09 | Choosing a Contemporary Approach to Learning |
| 10 | How to apply to Your Certificate |
| 11 | Our Support and Resources |
| 12 | Contact |





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.

What is *Business Management?*

Fact:

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



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 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.

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



Undergraduate Certificate Indigenous *Business Management*



Credit



Credits



Required
Courses



Evenings from
6:00 p.m. to
9:00 p.m. EST



Years to
Complete



Online

Although the program welcomes anyone interested in Indigenous entrepreneurship, the format, material, and contents of this course is particularly tailored to Indigenous students as a result of the need expressed by 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.

Admission Requirements:

- 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).

This 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



Apply Now

Course Descriptions



CMSC 000

CREDITS: 3

Foundations of Mathematics

Co-requisite: This course must be taken at the beginning of the program. CMSC 000 Foundations of Mathematics (3 credit) *

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.

* OR the Exemption by Examination Test.

CORG 225

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

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.

CCLW 300

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.

CPRL 221

CREDITS: 3

Professional Communication and Networking

Fundamental theories and practices of communication and networking (internal and external) in the workplace. Writing, speaking, presentation and team interaction skills.

CGMG 318

CREDITS: 3

Selling Models and Business Negotiation

Application of selling models to effectively harness digital media to convert online prospects into customers and retain them using Internet resources. Strategies to build long term partnerships with online and traditional customers and promote new ventures through search engine optimization (SEO) to achieve business and marketing objectives. Application and practice of the business negotiation process and strategies for traditional and online stakeholders.



CENT 307

Creating a Business Plan

CREDITS: 3

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

Introduction to Business

CREDITS: 3

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

Fundamentals of Project Management

CREDITS: 3

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

Managing in Public and Non-Profit Organizations

CREDITS: 3

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.

CMRK 235

Digital Media Marketing

CREDITS: 3

Electronic marketplaces and their evolving role in Internet business. New channels of marketing, including social media, advertising and communication. Planning, executing, and managing e-commerce. Web analytics, customer analysis, search engine optimization (SEO), search engine marketing and issues of permission and privacy.

What is *a Blended-Online Program?*



Definitions:



Live-Online: Each class is delivered entirely online and is led by one or more course lecturers using live virtual conferencing.



Self-Directed Online: This model allows students to learn at their own pace, autonomously, without the intervention of a course lecturer or tutor.



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 can choose to book **video conference meetings** with their course lecturers for a more individualized learning experience.

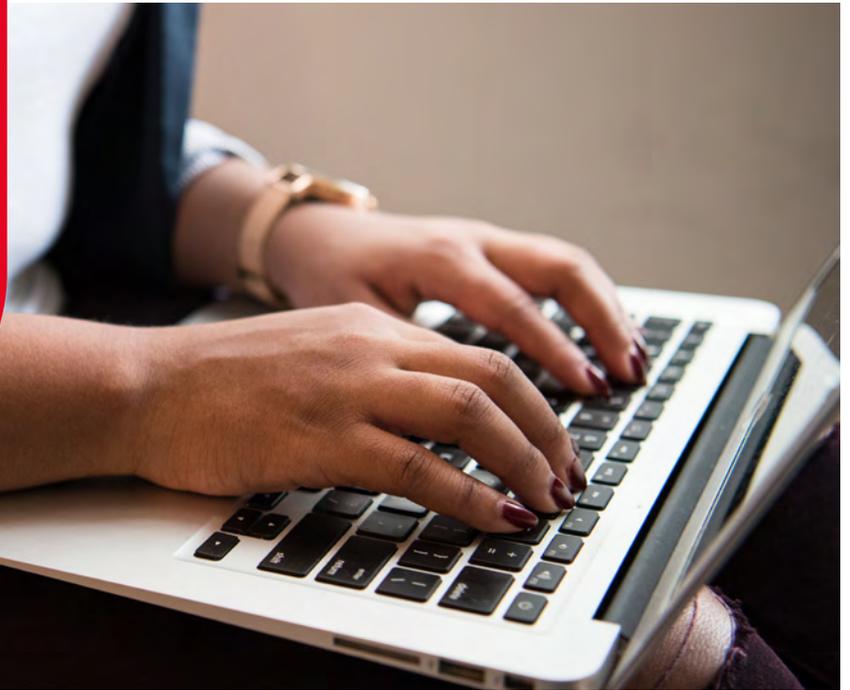


Teamwork with classmates will encourage using innovative technology and skills that are useful for working remotely.



Live classes will help students to synthesize information.

Choosing a Contemporary approach to learning



Develop
Principles & Methods



Learn
to Manage



Build
Best Practices

Why Enroll in Our 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.

How to Apply



You can apply to the Certificate in Indigenous Business Management, online!

Apply Now

1. Choose your 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.
 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) [here](#).
 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 unsure of what classes to register for, 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.

Support Resources



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



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



Administrative Liaison will work closely with Indigenous students to oversee course administration. The Liaison will collect your application forms, registration forms, and supporting documents to send to McGill.



Financial Aid, Scholarships, Bursaries and Awards Assistance with applying for financial aid at the school
<https://www.mcgill.ca/continuingstudies/student-awards-and-financial-aid>



Technical Support is available for both students and course lecturers during classes.



Career Advising and Transition Services (CATS)
<https://www.mcgill.ca/continuingstudies/career-advising-and-transition-services>



Contact

McGill School of Continuing Studies

680, Sherbrooke St. West, Suite 1140
Montreal, Quebec, Canada
H3A 3R1

Program information

Tel: 514-398-5055

cpdonline.scs@mcgill.ca

 **Learn more at**
mcgill.ca/scs-ibm



McGill

School of
Continuing Studies

École
d'éducation permanente