Accounting & Finance Certificate

Made by endless possibilities

Offered by the McGill School of Continuing Studies
Accounting & Finance

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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.
As the world is becoming increasingly complex, technological advances, environmental factors, major global events, and many other challenges, are impacting our organizations and society. To ensure future success, it is important to understand and meet these complex challenges head on. A major part of this involves grasping the underlying structures and complexities. Accountants, financial advisors, managers – in short, anyone who is supporting or making decisions in organizations – are key to understanding the present state of the business, and are responsible for helping to develop and plan for a successful future.

**The Certificate in Accounting and Finance program** is an undergraduate-level certificate program, intended to provide students with professional competencies and skills to support organizations in their various accounting and finance needs. Following successful completion of the program, students will have a better understanding of the facets of successful accounting and finance needed within a variety of different organizations and be able to confidently work within them.

Clémence Rannou-Stanley, CPA-CMA, MBA  
*Faculty Lecturer and Academic Program Coordinator*
Effective accountants are in demand in every organization. Are you prepared for the challenge?

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
- Corporate Finance
- Budget Analysis

Note: This program is effective as of Fall 2020.
The Certificate in Accounting and Finance focuses on developing the basic competencies required to work in accounting and finance. The program includes everything from bookkeeping and cost accounting tools, to financial and tax planning, as well as, the use of relevant software.

You, the learner, are placed at the core of the program. It includes a balance of theoretical understanding and applicable, real life, case studies, advanced training in Excel as well as a commonly used accounting software. Whether you want to learn about the basics of accounting or would like to validate and enhance the work you are currently doing with highly regarded credential, the Certificate in Accounting and Finance should be the one you choose.
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.

Focussing on practical and relevant skills, during the program, students will be exposed to accounting software, case studies and simulations. They will learn how to confidently deal with accounting operations – be it of small, local business, or a large, multinational corporation.

Classes are offered once a week, for 13 weeks, and are generally held 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. Not all courses are offered every semester.
External Pre-requisites to the Program:

- CMSC 000 Foundations of Mathematics *
- CMSC 101 Mathematical Tools for Management Professionals *

Required Courses (30 credits):

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

* Or the Exemption by Examination Test
**CACF 210**

**Introductory Financial Accounting | Co-requisite: CMSC 000**

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 | Co-requisites: CACF 210* and CMSC 000**

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 | Co-requisites: CACF 210* and CMSC 000**

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 | Co-requisite: CMSC 101**

*Pre-requisites: CACF 210*, CACF 305* and CMSC 000*

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 | Co-requisite: CMSC 101**

*Pre-requisites: CACF 310* and CMSC 000*

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.

*Or the Exemption by Examination Test.*
CACP 340  
**Corporate Finance: Value Creation and Decision-Making**  
**CREDITS:** 3  
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.

CACP 341  
**Taxation: Concepts and Regulations**  
**CREDITS:** 3  
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.

CACP 345  
**Intermediate Managerial Accounting**  
**CREDITS:** 3  
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.

CACP 450  
**Financial and Working Capital Management**  
**CREDITS:** 3  
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.

CACP 460  
**Applied Personal and Corporate Taxation**  
**CREDITS:** 3  
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.

*Or the Exemption by Examination Test.
CMSC 000

Foundations of Mathematics  |  Pre-requisite: None
CREDITS: 3

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  |  Pre-requisite: CMSC 000 (or the Exemption by Examination Test)
CREDITS: 3

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.
NOTE:

To obtain information on course offerings, please refer to the interactive timetable at https://cce.mcgill.ca/itimetable/CPD/ProgramDetails/108
1. Applicants must hold a CEGEP diploma (DCS, DEC or equivalent)

OR

2. 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

3. 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);

4. Meet and provide proof of English proficiency.

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.

Learn More
Certificates and Diplomas (Credit-Bearing Programs)

How to Apply

STEP 1: PREPARE
1. Choose the certificate or diploma program 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 the application fee (Visa, MasterCard or American 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 documentation 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 PIN. Within 24 - 48 hours, you will be able to log in to 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.

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 requirements and procedures, contact Client Services.
Helpful Tips for Applying

- If transcripts are required for your application, you will need to have official transcripts sent directly to the School by mail, in a sealed envelope, by the educational institution where you studied, in addition to uploading copies with your supporting documents online. All documents will be retained by McGill.

- **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](http://ottiaq.org/) (OTTIAQ).

- 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
  680 Sherbrooke Street West, Room 1125
  Montreal, QC
  Canada, H3A 3R1

- **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 School has received all of the required documents.

- **Note:** All required documents received by McGill University 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.

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**Exemption by Examination**

To be exempted from a prerequisite or a co-requisite course, 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, you will not be permitted to repeat the test and must instead enrol in the course(s) for which the test was taken.

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**To be eligible to write the Exemption by Examination test, you must have applied to or been admitted to a program.**
Student Awards and Financial Aid

This program is eligible for various types of financial aid and awards:

**Aide financière aux études (AFE)**
As a credit-bearing program, this program is eligible for financial aid through Quebec’s Loans and Bursaries program, *Aide financière aux études (AFE).*

[Learn More]

**McGill University’s School of Continuing Studies Bursaries**
Thanks to donor contributions, the McGill School of Continuing Studies is able to offer a limited number of bursaries to students demonstrating financial need to assist them in covering a portion of their tuition expenses.

[Learn More]

**McGill University’s School of Continuing Studies Scholarships**
A limited number of donor-funded, merit-based scholarships are awarded to students each year to recognize academic excellence.

[Learn More]

**McGill University’s School of Continuing Studies Graduating Prizes**
Graduating Prizes are awarded to graduating students based on academic excellence.

[Learn More]

**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

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Learn more at
mcgill.ca/scs-finance